

ST. JOHN'S PARISH

SACRAMENTAL CERTIFICATE REQUEST FORM

Directions for completion:

- Please complete all parts and please use block capitals
- Please provide us with as much information as possible
- Please attach copies of identification documents, where appropriate. Please see the attached schedule for further information.

Part 1 – Details of Sacrament & Contact Details

Please tick the relevant box to indicate which certificate you require:

Baptismal

Confirmation

Wedding

Name of Person who received the sacrament: _____

Date of Birth: _____

(of person who received the sacrament)

Date of Sacrament: _____

Parents/Guardians names:

(1)

(where appropriate)

(2)

Godparents' names:

(1)

(where appropriate)

(2)

Address: (The certificate will be sent to this address unless you collect the certificate or request the certificate to be sent to another address.)

Phone No.: _____

E-mail: _____

If you are making the request on behalf of someone else:

Your Name: _____

Your Address: _____

Your Phone Number: _____

Your Email Address: _____

Part 2 – Reason for Request

Please tick one

School enrolment

First Communion

Confirmation

Marriage

Other (Please specify): _____

Part 3 – Identification

Please tick the relevant box, as appropriate.

- I am making the request for my own sacramental certificate and I am an adult aged 18 or over
- I am making the request as a parent on behalf of a child under 18
- I am making the request as a guardian of a child under 18
- I am making the request as a Power of Attorney for an individual aged 18 or over
- Please tick the box to confirm that you have attached copies of relevant identification documents, as outlined in the Schedule.

If you are personally known to a member of clergy or parish staff please ask the parish priest in the parish that is issuing the certificate to complete the Declaration in Section 5 below. You may still need some identifying documents – see attached Schedule.

Part 4 - Sign and date

Signature of Requester: _____ Date: _____

Please return the completed form by post to: St. John's Presbytery, New Street, Waterford or by email to: stjohnsparish.waterford@gmail.com

Part 5 – Declaration as to identity¹

I hereby certify that, _____, [insert name of person requesting the document in block capitals] is personally known to me or is introduced to me by _____, [insert name of person making the introduction in block capitals] who is personally known to me.

Signature of Parish Priest: _____ Date _____

Privacy Notice

The parish of St. John's, Parnell Street, Waterford is the data controller for the data you provide on this form and can be contacted at: stjohnsparish.waterford@gmail.com. By signing this form, you consent to the parish of St. John's collecting and processing the data on the form for the purposes of providing you with a sacramental certificate. The data contained in this form is stored for 6 years from the date of the sacramental certificate request.

¹ To be completed by Parish Priest, if applicable.

Schedule

Information regarding identification documents

No.	Relationship with the person whose sacramental certificate you are requesting	ID required
1	Requesting the certificate on your own behalf and you are an adult aged 18 years or over ²	<p>Please provide the following:</p> <p>(i) The completed declaration at part 5 of the sacramental request form; OR</p> <p>(ii) A copy of current passport OR current drivers' licence; AND utility bill dated within the last 6 months</p>
2	Requesting the certificate as a parent on behalf of a child aged under 18 years	<p>Please provide the following in respect of the parent:</p> <p>(i) The completed declaration at part 5 of the sacramental request form; OR</p> <p>(ii) Copy of current passport; OR current drivers' licence; AND utility bill dated within the last 6 months. AND Please provide the following in respect of the child:</p> <p>(i) Copy of the child's birth certificate</p>
3	Requesting the certificate as a legal guardian on behalf of a child aged under 18 years	The documents listed at number 2 above AND a copy of the document evidencing appointment as legal guardian.
4	Requesting the certificate as a power of attorney appointed in respect of an adult aged 18 years or over	<p>Please provide a copy of the following for both adults:</p> <p>(i) The completed declaration at part 5 of the sacramental request form in respect of both adults; OR</p> <p>(ii) A copy of current passport; OR current drivers' licence; AND utility bill dated within the last 6 months; AND copy document appointing power of attorney.</p>

² A person may only be given their own sacramental certificate, except as outlined.

For office use only

- Has the Sacramental Certificate Request Form been completed in full?

- Has proof of identification & address been provided?

- If no proof of identification/address has been provided, has the declaration re identity been completed?

- Has the requester signed the form?

- Date request was received: _____

- Request entered in Sacramental Certificate Request Register

- Additional Information: _____

- Date request completed: _____

- Details of any follow – up required: _____