



ARCHDIOCESE  
OF SAN ANTONIO

# Sacramental Records Policy and Procedures

Version 1.0 (2022)

Catholic Archdiocese of San Antonio  
Archives & Records Management Office

[www.archsa.org](http://www.archsa.org)



# DOCUMENT HISTORY

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**TITLE:** Sacramento Records Policy and Procedures

**PUBLICATION DATE:** June 17, 2022

## RELATED POLICIES, PROCEDURES, REVISIONS

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### REVISIONS

VERSION	DATE	REVISION
1.0	6/17/2022	

**REVIEW CYCLE:** Biennial

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*Ven, Holy Spirit, Ven!*

June 17, 2022

Dear Brothers and Sisters in Christ,

Sacramental records are an important part of the life and history of the Catholic Church. The Archives and Records Management Office is given responsibility to collect, preserve, and make available, in an appropriate way, the permanent and official records of the Archdiocese. At our parishes, the pastor is responsible for creating and preserving sacramental records and the history of the parish. Other Catholic institutions present in the Archdiocese also have a responsibility to maintain their history for the benefit of generations to come.

I publish this Sacramental Records Policy and Procedures to assist pastors and their delegates in creating and preserving an accurate sacramental history of the subjects of this Archdiocese and to assist the Catholic faithful in an appreciation and understanding of their sacramental record as a reflection of their pilgrimage with Christ.

It is my desire that all parish staff and volunteers who participate in maintaining these vital records of the Catholic faithful, and others in the Archdiocese who are responsible for preserving the history of our local Church, will annually attend the sacramental records training offered by the Archives and Records Management Office.

Entrusting you to the care of Our Lady of Guadalupe, I am

Sincerely yours in Christ,

Most Reverend Gustavo García-Siller, M.Sp.S.  
Archbishop of San Antonio



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# 1 INTRODUCTION

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Sacramental records serve an important function in the Catholic Church. They document an individual's sacramental history and status in the Church. A sacramental record is created when an individual receives the following sacraments: Baptism, First Eucharist, Confirmation, Matrimony, and Holy Orders. The sacrament of Penance/Reconciliation and Anointing of the Sick is not recorded nor are certificates issued for these two sacraments.

Sacramental records are created and maintained by the pastor or appointed delegates when the sacrament is conferred. Sacramental records must be recorded in English on paper in bound volumes and the entries written by hand close to the time of the event and authenticated by the signature of the pastor. Original sacramental registers are never discarded. If the parish is unable to care for the registers, or other records, for any reason, the records are to be transferred to the Archives and Records Management Office (Archives) for permanent care.

All sacramental registers, and the information they contain, belong to the Archdiocese of San Antonio. Neither the originals, nor any copies of sacramental registers, nor the information they contain, whether on microfilm or otherwise, can ever be given, loaned, or sold without the written permission of the archbishop of the Archdiocese of San Antonio in Texas or his delegate.

Parish records are to be retained at the parish of origin. Under no pretext may anyone take sacramental registers when they leave the parish or transfer to another assignment. It is prohibited to loan sacramental registers to parishioners, genealogists, or other persons for any reason. Sacramental registers must be stored in a fire-resistant safe in the rectory, parish office, or church, but never in private homes.

This policy and procedure handbook is not intended as a complete statement of all sacramental record issues raised in canon law, civil law, and archival practice. For additional information, please contact the Archives and Record Management Office of the Archdiocese of San Antonio.

## 2 TYPES OF RECORDS AND REGISTERS

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In the Archdiocese of San Antonio, parishes must keep the following sacramental registers: Baptismal, First Eucharist, Confirmation, Marriage, and Death. Two record books are to be maintained for The Rite of Christian Initiation of Adults: The Register of Catechumens and the Book of the Elect. Parishes may choose to also maintain Sick Call Registers. The archdiocese is to maintain an Ordination Register and register of Dispensation from Canonical Form.

## **2.1 MISSION CHURCH REGISTERS**

A parish that has care of a mission church is to maintain a separate set of sacramental registers for the mission church. Mission registers may be held in the office of the parish.

## **2.2 CATHOLIC AND NON-CATHOLIC INSTITUTIONS (HOSPITALS, SCHOOLS, SPECIAL HOMES, ETC.)**

Persons assigned as chaplains and clerics ministering at a Catholic or non-Catholic institution, such as a school, hospital, campus ministry, etc., are to record sacraments administered in the sacramental register of the territorial parish in which the institution is located, not the parish where the cleric is assigned.

Catholic Institutions, such as hospitals, schools, religious institutes, or retirement homes, are not to maintain sacramental registers or issue sacramental certificates, under any circumstances.

# **3 OWNERSHIP AND RESPONSIBILITY**

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## **3.1 OWNERSHIP AND COPYRIGHT**

Ownership and copyright of all sacramental registers and records held in parishes, missions, and the Archdiocesan Archives belong to the Archbishop of San Antonio.

## **3.2 RESPONSIBILITY**

It is the responsibility of the pastor to ensure that sacramental records are:

- Properly maintained and kept in accordance with established Archdiocesan policies.
- Clearly and promptly annotated.
- Properly preserved.
- Access complies with Archdiocesan policies.

## **3.3 DELEGATED RESPONSIBILITY**

The pastor may choose to delegate the day-to-day administration of sacramental records to a responsible employee or volunteer. Such delegation must be given in writing and state the extent of the delegation. The person delegated is required to annually attend a Sacramental Records Training. To safeguard the privacy of the information contained in the registers, a limited number of trained delegates should have access to the sacramental registers.

The pastor is responsible for signing sacramental certificates and other documents regarding the canonical status of the faithful; however, a pastor may also choose to delegate a person(s) such as the parochial vicar, deacon, employee, or trusted volunteer to sign sacramental certificates or other documents regarding the canonical status of the faithful when the pastor is not available to do so. A letter of delegation is required, and the Office of the Chancellor must be notified of each person delegated to sign on behalf of the pastor. (See *Appendix A*)

### **3.4 INSPECTION AND CERTIFICATION OF REGISTERS**

It is the responsibility of pastors to ensure that entries in registers are complete and accurate. Quality control initiatives that double-check entries regularly will ensure accuracy. The pastor must review all entries in the register and certify their accuracy with his signature, even if he did not administer the sacrament. If entries to registers are not recorded by the pastor, then they should be certified by the pastor's initials and dated at the top or foot of the page.

All parish sacramental registers shall be inspected every other year by the Dean and certified with his signature and date of inspection on the front page of the register, including the last page number inspected. The Dean is to complete a *Dean Parish Inspection* form (See *Appendix B*) provided by the Chancellor, which they must return to the Chancellor's Office.

### **3.5 INVENTORIES OF REGISTERS**

Parishes are to maintain a written inventory of the sacramental registers. Before the installation of a new pastor, the inventory is reviewed and updated, and a copy is sent to the Archives. (See *Appendix C*)

### **3.6 TRANSFER OF OLDER OR DISTRESSED REGISTERS TO ARCHDIOCESAN ARCHIVES**

All sacramental registers 100 years old and older are to be transferred to the archdiocesan archives for safekeeping. If a register has deteriorated to the point where the structure or information is in danger, the pastor is to contact the Archives to assist in determining what preservation is needed, which may include the transfer of the register to the Archives.

All sacramental registers transferred to the archives will be maintained by the Archives staff. The archivist will assume responsibility for entering all notations and issuing certificates for those registers. All future requests for records from these registers should be directed to the Archives.

### **3.7 RECORDS OF CLOSED PARISHES AND MISSIONS**

In the event a parish or mission is closed, the sacramental registers will be assessed and inventoried by the Archives staff for appropriate retention, then transferred to the parish which assumes parochial responsibility for issuing future sacramental certificates.

### **3.8 CONFIDENTIALITY**

Sacramental records are private records and the private property of the Archdiocese of San Antonio. It is the responsibility of the Archdiocese of San Antonio, acting through the clergy of the various parishes, to supervise how records are used, by whom, and for what purposes.

### **3.9 ACCESS TO SACRAMENTAL RECORDS**

The pastor or delegated parish personnel can examine the registers and issue the required information directly to the following requestors:

- a. Any person requesting their sacramental record.
- b. The parent of a minor child or a legally qualified guardian who is requesting a copy of a sacramental record.
- c. A priest, parish, tribunal office, or other Catholic institution that is requesting an authorized copy of a sacramental record for official Church purposes.

### **3.10 REQUESTS AND PROCEDURES**

Sacramental certificate requests should be made in writing, to ensure that the information provided is complete. They may be submitted by email, mail, or phone call.

The requestor must provide:

1. The name of the requestor (including maiden name)
2. The name of the parents, including the mother's maiden name
3. Date of birth
4. Reason for the request (See *3.11 Access to Outside Agencies and Research* below)
5. Other pertinent information that would aid in locating the person's sacramental record entry.

Once the sacramental certificate is ready to be picked up, a government-issued photo ID (e.g., Driver's license, State ID, Military ID, Passport) should be used as verification of the identity of the person requesting the sacramental record. If the requestor is unable to pick it up from the parish, the certificate may be mailed to a Catholic parish near them with instructions to contact the person named in the certificate and verify their identity at the time of pick-up. For circumstances outside this instance, please contact the Archives to make arrangements.

### **3.11 ACCESS TO OUTSIDE AGENCIES**

Requests for a sacramental certificate to be submitted to a government agency or corporate entity (i.e., Social Security Administration, Immigration, insurance companies, etc.) require a signed and notarized *Authorization for Release of Information* (See *Appendix D*) form from the person, or a legally qualified guardian, whose record is being requested. Please make sure all requestors either complete and sign this form at the parish or are given the form to have notarized and returned. Send all forms along with a copy of the sacramental certificate to the Archives for verification.

Requests received directly from a government agency or corporate entity should be directed to the Archives.

### **3.12 SUBPOENAS**

If a parish receives a court-issued subpoena to hand over Church records, you may accept the subpoena, but never **under any circumstances** hand over the records to the server of the subpoena. Immediately call the Director of Risk Management for assistance.

### **3.13 REQUESTS FROM OTHER CATHOLIC ENTITIES**

Requests from other Catholic entities, such as tribunals or Catholic seminaries, should be handled directly with that entity. When preparing these sacramental certificates include all notations listed in the register and mark the certificate/document “For Canonical Investigation Only” in red ink.

### **3.14 REQUESTS TO RESEARCH SACRAMENTAL RECORDS**

Requests to research sacramental registers must be referred to the Archives and Records Management Office. The archives provide genealogical/research assistance through online resources, to relieve parish personnel of the responsibility, preserve the originals from wear, and ensure that researchers receive proper supervision.

## **4 PRESERVATION OF REGISTERS**

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Sacramental registers are to be maintained permanently, hence, the selection of quality registers and proper storage is important to ensure long-term preservation. Below are guidelines to assist you, or you may contact the Archives and Records Management Office for further assistance.

### **4.1 FORMAT**

Sacramental records are to be recorded on paper in bound volumes. A parish may maintain separate Baptismal, First Eucharist, Confirmation, Marriage, and Death Registers, or may use combined registers, depending on the needs of the parish. Territorial parishes are responsible for mission Church registers.

### **4.2 ACID-FREE PAPER AND INK**

Sacramental registers should have bindings and paper of a quality that is considered permanent, durable, and acid-free. Writing instruments should be ink that is fade-proof, waterproof, acid-free, and **black**. Never use felt-tip pens, pencils, or fine-point pens.

### **4.3 SAFE STORAGE**

Sacramental registers should be kept in a secure fire-resistant safe and climate-controlled environment, with limited fluctuations in temperature and humidity. Parish offices should take steps to avoid high temperatures, dampness, bright light, and fluorescent light. Never store registers in attics, basements, outside sheds, or storage units of any kind.

Based on nationally accepted archival practice, the space where these records are kept should be 70° degrees or colder with a relative humidity of 40%. All safes, file cabinets, or other record container housing, must have a minimum fire resistance of two hours.<sup>1</sup>

#### **4.4 REMOVAL OF REGISTERS**

Registers may not be taken off the parish premises except for duplicating by the Archdiocesan Archives or for safekeeping by the pastor in the event of a disaster or emergency.

#### **4.5 REPAIRS AND CONSERVATION**

To maintain the registers for as long as possible, limit the number of harmful products used in the registers. Do not use tape of any kind to repair registers without the approval of the Archives. Refrain from using sticker labels, post-it notes, staples, paper clips, glue, or rubber bands on registers. In addition, laminating the registers is never permitted.

Worn registers are to be rebound by a professional binder approved by the Archives. Rebinding that destroys any data or renders any part of the records unusable is unacceptable. If a register is falling apart and requires conservation work, please contact the Archives for recommendations of vendors for preservation and bookbinding.

When a register is beyond repair, and a parish can no longer properly maintain it, the Archives will assist in creating a copy of the register for the parish and the original will be transferred to the Archives. Please report the loss or destruction of any sacramental register immediately to the Archives and note it in the parish *Sacramental Register Inventory*.

## **5 RECORDING SACRAMENTS IN THE PARISH OF THE EVENT**

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Sacraments should be recorded in the registers of the parish where the sacrament was conferred, unless otherwise specifically stated in this policy and procedure handbook. For example, if Parish A is closed for renovation and all sacraments are conferred at Parish B for several months, those events should be recorded in the records of Parish B, since that is the parish where the sacraments were conferred.

This rule also applies in instances where one parish hosts a confirmation preparation or RCIA candidates for multiple parishes. The record of the sacraments is recorded in the register of the parish where the sacrament was conferred, not the candidates' home parish.

In these cases, it is acceptable for the home parish to make a note in their register of the fact that the parishioner received the sacrament and where it is recorded. The parish should not make a duplicate record, but a simple note in the index to direct others to the actual location of the record.

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<sup>1</sup> Pacifico, M.F. & Wilsted, T. (2009). *Archival and Special Collections Facilities: guidelines for archivists, librarians, architects, and engineers*. Society of American Archivists.

Example: Smith, John, baptized May 10, 1995, see Immaculate Heart of Mary, San Antonio, TX

## 6 CELEBRATIONS OUTSIDE A PARISH CHURCH

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When a sacrament is administered in a place other than a parish church (for example, a campus chapel, a private home, or a hospital), the following procedures apply.

### 6.1 BAPTISM

Baptisms are to be recorded in the Baptismal Register of the territorial parish in which the baptism took place. A cross-reference may be made in the family's home parish Baptism Register index for ease in locating the record in the future.

### 6.2 MARRIAGE

When permission has been granted for a Marriage that follows canonical form to take place outside the parish church, it is to be recorded in the Marriage Register of the territorial parish in which the marriage took place. The pre-nuptial investigation file will be permanently stored in the parish where the marriage is recorded.

In the case of a wedding celebrated with a *Dispensation from Canonical Form*, the Marriage shall be recorded in two places:

1. In the parish of the Catholic party whose pastor conducted the pre-nuptial investigation about the free status of the parties and requested the dispensation. The pre-nuptial investigation file will be permanently stored at this parish.
2. In the chancery of the diocese which granted the *Dispensation from Canonical Form*.

### 6.3 DEATH

All Catholic funeral liturgies, even if celebrated outside a church building, shall be entered in the parish Death Register where the cleric is assigned.

## 7 NOTICE OF SACRAMENTS

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Notice of sacraments may be sent or received in the form of a letter, e-mail, card, or other written form of communication. Notices sent and received should be recorded without delay. A notice sent must contain the following information:

1. The individual sending the notice: name, title, and full contact information
2. Name of the individual having received the sacrament
3. Date and place of individual's baptism
4. The parish where the sacrament took place, including the address
5. Name of sacrament received, date of reception, and officiating minister

Once sacramental information has been entered into the register, the notice should be deleted or shredded.

## **8 STYLE GUIDE FOR ENTRIES IN REGISTERS**

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To ensure that sacramental records are accurate, legible, and easy to locate, parishes are required to do the following:

### **8.1 LABEL REGISTERS**

On the first page of each register, enter the name of the parish, city, state, date span of the register (the end date is written when the register is full), the sacrament, and book number if there is one (e.g., Baptismal Book 3 or Baptism Vol. III).

Example: St. Agnes, San Antonio, Texas, Baptismal Register, Vol. 1, October 7, 1923, to March 2, 1935

### **8.2 ENTERING INFORMATION**

All entries shall be written in English. Enter only that information prescribed by Canon Law, this policy, and any other information necessary for a complete and accurate sacramental record.

### **8.3 TIMELINESS**

Entries of sacramental celebrations should be made in the appropriate register promptly once the sacrament has been conferred.

### **8.4 LEGIBILITY**

Entries must be plainly and legibly printed. Do not use cursive or elaborate scripts.

### **8.5 CHRONOLOGICAL ORDER**

Entries should be made in chronological order, except for those instances of unusual or extenuating circumstances. If the chronological order cannot be kept in a particular case, a small note should be made in the proper chronological location in the register, cross-referencing the actual entry.

Example: See RODRIGUEZ, Margaret pg. 37

### **8.6 REGISTER COLUMNS**

Enter the data following the proper column headings in the register.



## 8.7 INDEX

Every entry is to be listed in the register's index, according to the person's last name. For the index entry, the last name of the individual should be printed in upper case for ease of locating the correct entry (e.g., "RODRIGUEZ MARTINEZ, Amelia").

## 8.8 STYLE FOR NAMES

Use the format of the name as verified on the official paperwork presented, such as a birth certificate or hospital record. The name in the Baptism Register should be the same name used for all future sacramental records for the individual.

## 8.9 STYLE FOR DATES

Print the name of the month rather than use the month's number and use four digits for the year for the date of the sacrament. (e.g., August 20, 2013, rather than 8/20/13). Entries in the notation column should use the following format (DD/MM/YYYY) to save space.

## 8.10 ENTRY OF MINISTER'S NAME

The name of the cleric who conferred the sacrament is to be clearly printed in the register entry and signed above his printed name. If a pastor delegates another cleric, such delegation must be entered in the priest or notation column. (See *Appendix K.3*)

# 9 GENERAL CHANGES, CORRECTIONS, AND ADDITIONS

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Information is considered official and permanent, once entered into a sacramental register.

Mistakes and changes to a record will inevitably occur, but it is important to document the changes made to the record and to keep documentation that establishes such changes. Arbitrary changes destroy the value of the record by questioning the authenticity of the information. Below are the special conditions in which an entry may be changed. Only records for a living person can be changed.

## 9.1 MAKING CORRECTIONS

In case of a clerical error (i.e., the spelling of a name, date out of sequence, etc.) at the time of entry that is immediately obvious to the pastor and can be verified with documentation originally provided; a correction in the original entry may be made. Permitted corrections include correcting dates, names, and spellings. In cases of doubt, contact the Archives.

To make these corrections, draw a thin black line through the word, number, or letter to be changed and print the change immediately above or below the error. All corrections to a record must be visible and initialed by the pastor. (See *Appendix J.1*)

Example: SMITH <sup>SW<sup>o</sup> 1/1/2021</sup>  
~~SMITHE~~

## 10 MAKING CHANGES

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Substantial changes (for example, to record an adoption after baptism, legal name change, or wrong dates) require proof in the form of documentation, which will consist of an original, embossed/sealed birth certificate or court order from a civil or ecclesiastical office, or government agency, etc. The notation is to include the issuing agency/court, including county and state, the date of the certificate/court order, and any case number. (See *Appendix J.3*)

To update the sacramental record entry, do the following:

- Place brackets [ ] around the original information.
- Write the new information above or below the bracketed information.
- Note type of proof in the notation column, including issuing agency/court, date of the certificate, and any case number.
- Place a copy of supporting documentation in a separate file associated with the specific sacramental register labeled “*Supporting Documents File, Parish Name, Book Type, Volume #, Date Range.*”
- The parish name, city, register title, number or volume, page, and entry number should be written on the supporting documents.

### 10.1 ADDITIONS TO ENTRIES/NEW GODPARENTS OR SPONSORS\* EXCEPTION

For children still in the formative period of Christian life (infancy to age 14), parents may request a substitute sponsor for the original baptismal sponsor by petitioning the diocesan bishop. The following criteria apply:

- 1) The substitute must be qualified according to the canonical norm.
- 2) Original sponsors have been impeded by death, serious illness, a radical departure from faith, or they were chosen by the child’s natural parents and are unknown to the adoptive parents.

If approved, the diocesan bishop will authorize the change to the record and the name of the substitute sponsor will be cross-referenced in the *Supporting Documents File*.

### 10.2 MISSING RECORDS

At times, when a certificate is requested, the record in question cannot be found. If there is any possibility that the sacrament was conferred in some other parish, the inquirer is encouraged to check the sacramental records of that other parish or other parishes and consult the archdiocesan Archives. If the record cannot be located, then a serious investigation into the fact of the sacrament should be initiated by the pastor.

If proof is provided through a written statement or affidavit of a witness, such as a parent, sponsor, or another adult witness, a sacramental record can be created. Only the information for which a witness can vouch with certainty should be entered in the register, even though

doing so may leave an entry incomplete. The name of the witness, the date of testimony, and the words, "Missing record based on the testimony of [witness name and date of testimony]" is to be printed in the notation column of the register. All supporting documents should be included in that register's *Supporting Documents File*. (See *Appendix J.2*)

Examples of acceptable proof include:

- Photographs and/or videos of the event.
- Copy of the original baptismal certificate.
- A parent, godparent, sponsor, presiding cleric, or witness of the event can submit a notarized affidavit that includes information about the event. (See *Appendix E-H*)
- Parish bulletins that record the event

The name should also be added to the register index in the volume where the record should have been recorded with a cross-reference to the correct register.

Example: MARTINEZ, Isabel See Vol. 7 entry 32

### **10.3 SUPPORTING DOCUMENTS**

Legal documents supporting notations in Baptism Registers must be kept **permanently** in the corresponding register's *Supporting Documents File*. Label file with the name of parish, city, the title of register, dates covered, and volume number.

## **11 SACRAMENTAL CERTIFICATES**

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A certificate is an official document certifying that a particular individual has received one of the following sacraments: Baptism, First Eucharist, Confirmation, Marriage, or Ordination. Certificates are not to be issued for Penance/Reconciliation, Anointing of the Sick, or Death. The certificate is an **exact duplicate** of the information entered in the sacramental register. (See *Appendix I*)

### **11.1 CHURCH USE ONLY**

Sacramental certificates are intended for internal church use, not for civil or legal purposes. Since certain information may be entered in the sacramental registers based purely on the word of someone else, (for example paternity) the sacramental certificate is simply repeating that information but not certifying it as true. (For other reasons to issue, see *Chapter 3.11 Access to Outside Agencies*)

### **11.2 ACCURACY AND AUTHENTICATION**

An authenticated document must include the pastor's signature and parish seal. Stamps of the pastor's signature is not acceptable. Certificates must be accurate, legible (preferably typewritten), and complete, including **all** notations, except in cases of adoption. Photocopies, facsimiles, and digital copies of certificates are not considered authenticated documents.

### **11.3 ABSENCE OF INFORMATION**

No field should be left blank on the certificate. When information is absent it shall be indicated by the words “none” or “not given”, rather than by leaving the space blank.

### **11.4 AUTHORIZED SOURCE OF RECORDS**

Only the parish or the Archives holding the original sacramental records may issue a certificate. When creating a sacramental certificate, always retrieve the information from the *original* register, rather than a reproduction on microfilm or a digital copy.

### **11.5 AUTHORIZED REQUESTS AND PROCEDURES (SEE CHAPTER 3.10 ACCESS TO SACRAMENTAL RECORDS)**

### **11.6 COST/FEEs**

A parish may charge a maximum of \$5 to issue a sacramental certificate, including any mailing expenses. A fee should not be charged when another parish requests a sacramental certificate for Church purposes.

### **11.7 FORMAT**

Certificates must have an official appearance and must be issued in a consistent format. All certificates must bear the name and address of the parish, the date issued, the pastor's signature, and the parish seal.

### **11.8 UPDATED BAPTISMAL CERTIFICATES**

All requests for certificates to verify the status of a person in the Church are to be issued using the same formatted baptismal certificate which will include all notations included in the Baptismal Register. This includes all those received into Full Communion with the Church. (See *Appendix I.6*)

### **11.9 REQUIRED INFORMATION**

Certificates are to include all information contained in the sacramental register, except that which is confidential (See *Chapter 11.11 Confidential Information*). All data in the notation's column are to be included. If there is no data in the notation column, the words “No Notations” should be printed on the certificate.

### **11.10 INFORMATION ON CERTIFICATES AFTER CHANGES**

Once specific information has been changed in the sacramental register, the original data is no longer transcribed onto certificates. Information in the notation column related to the change will be transcribed on the certificate.

### **11.11 CONFIDENTIAL INFORMATION**

The information which is confidential and should not be included on certificates is to be so marked when entered in the register (e.g., "Confidential – do not include on certificate.") Along with any information about adoption.

## **12 BAPTISMAL REGISTERS**

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### **12.1 BAPTISMAL REGISTER ENTRIES**

The Baptismal Register serves as the "master record" for a person's individual sacramental history and status in the Church. Therefore, notations of sacraments received after baptism are also recorded in the Baptismal Register. (See *Appendix J*)

For baptisms celebrated, the following information is to be entered in the Baptismal Register.

- a. Full legal name, including any middle name, maiden name in parenthesis for a married female, and married last name
- b. Date and place (city and state) of birth
- c. Full legal name of parents, including the mother's maiden name
- d. Names of the sponsor(s), godparent(s), or Christian witness
- e. Date and place (city and state) of baptism
- f. Name of the minister

### **12.2 SOURCE OF INFORMATION**

A government-issued birth certificate should be the primary source of information. If a birth certificate is impossible to obtain, an official hospital record or an affidavit from a person knowledgeable about the birth. The parent(s) or guardian of the child should verify the baptized person's name, date of birth, and place of birth submitted. Inability to provide a birth certificate or other verifying documents is not cause for denial or delay of baptism. When a birth certificate or hospital record is **not** available, then add the notation "*No legal documents were presented for the circumstance of birth.*"

### **12.3 GODPARENTS/SPONSORS**

There is to be only one male or one female sponsor or one of each. Therefore, no more than two names may be entered in the "Godparents" or "Sponsors" column.

A baptized person who is not a member of the Catholic Church may serve as "a Christian Witness" together with a Catholic sponsor. A Catholic who does not fulfill the requirements for a sponsor may not serve as a Christian Witness. The Christian Witness' name is entered into the register with the abbreviation "CW" next to their name. A baptized Eastern Orthodox may serve as a godparent/sponsor.

When a godparent/sponsor is unable to be present in person for the baptism, a proxy may be appointed by the parents to participate in the rite of baptism. The name(s) of the sponsor(s)

and the proxy will be entered in the sacramental record book. The sponsor(s) name(s) will be written under the sponsor column. The name of the proxy will be written in the notation column with the word "Proxy" afterward. (See *Appendix K.2*) Transcribe only the sponsor(s) names onto the Baptismal certificate.

#### **12.4 VISITING CLERICS**

When a priest or deacon baptizes an individual in a Catholic Church to which he is not assigned, he is responsible for providing the necessary documentation to the parish where the baptism is conferred and recorded. If the family is registered in another parish, notification shall be sent to their home parish requesting the baptism to be entered into the Baptism Register Index only, with a cross-reference to the parish where the actual baptismal record can be found.

#### **12.5 UNMARRIED/SINGLE PARENTS**

If a child is born to an unmarried mother, the name of the mother is to be inserted in the Baptismal Register. The name of the father shall be inserted in the register if his paternity has been proven either by some public document or by his declaration before the pastor and two witnesses. If these conditions are not met, the field or column for the child's unknown father or mother should be filled with the words "not given" rather than leaving the space blank. It is not permitted to make an annotation that states "Illegitimate." (See *Appendix K.3*)

#### **12.6 UNKNOWN PARENTAGE**

For children whose parentage cannot be known, or is unknown through any civil documentation, please contact the Chancellor's office.

#### **12.7 ASCRIPTION TO PROPER CHURCH 'SUI IURIS'**

Transferring from an Eastern Church to the Latin Church is a complex process. The following is to assist in understanding this situation. Please call the Chancellor's office when presented with this situation for guidance.

Through the reception of baptism, the child of parents who belong to the Latin Church is ascribed to the Latin Church. However, if one parent belongs to an Eastern Catholic Church, and the other to the Latin Church, the child is ascribed to the Church both parents have chosen by mutual agreement. If there is no mutual agreement, the child is ascribed to the Church to which the father belongs.

If only one parent is Catholic, the child is ascribed to the Church (Latin or Eastern Catholic Church) to which the Catholic parent belongs. In cases of adoption, when a child baptized into an Eastern Catholic Church is adopted by a person/couple who belongs to the Latin Church, or vice versa and the child is under the age of fourteen, permission is required from the bishop (of the Latin church) and patriarch (with authority over the Eastern Church).

Anyone to be baptized who has completed the fourteenth year of age can freely choose to be ascribed to the Latin Church or an Eastern Catholic Church. In that case, the person belongs to the Church to which he or she has chosen.

#### **12.7.1 Change of Rite (Ascription to an Eastern Catholic Church or Latin Church)**

This notation is made when a person transfers from an Eastern Catholic Church to the Latin Church, or vice versa.

Usually, special permission is required from the Holy See to transfer from an Eastern Catholic Church. When that permission has been granted the notation will include the name of the congregation issuing the permission, the protocol number, and the date. The notation should follow the instructions in the permission letter.

For example:

“Transfer of rite from (Church transferring from) to (Church transferring to), Congregation for Eastern Churches, protocol number and date”. (See *Appendix K.4*)

### **12.8 SAME-SEX COUPLES PRESENTING A CHILD FOR BAPTISM**

It is not possible to register two mothers or two fathers in the parent column of the register. Likewise, it is not possible for a “transgender father,” whose real nature is a woman, or a “transgender mother,” whose real nature is a man, to be annotated in the parent column along with a same-sex partner.

If one of the parents is the child’s natural father or mother, he or she must be recorded in the parent column, the other parent is annotated in the notations column only if they have legally adopted the child. Adoption information will be recorded, as in any other adoption.<sup>2</sup>

If neither parent is the natural parent, only one adoptive parent may be recorded in the parent column of the Baptismal Register. The other adoptive parent will be listed in the notation column, along with the adoption information.<sup>3</sup> (See *Appendix K.6*)

## **13 ADOPTION AND BAPTISM**

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Adopting parents are encouraged to postpone baptism until after the adoption has been finalized, except in extraordinary circumstances, such as danger of death.

For children baptized after adoption, no reference to the adoption or the natural parents is to be made in the Baptismal Register. Any such information which has been recorded is to be

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<sup>2</sup> Pontifical Council Legislative Texts, Protocol No. 15986/2017 (November 15, 2017). Vatican Dicastery, Rome.

<sup>3</sup> Canon 877, §3, Recording the Baptism of Adopted Children and the USCCB established complementary norms that were placed into effect on December 1, 2000 (<https://www.usccb.org/beliefs-and-teachings/what-we-believe/canon-law/complementary-norms/canon-877-3-recording-the-baptism-of-adopted-children>).

treated as confidential and is not to be included on any certificate. Baptismal certificates for adopted children will be no different from other baptismal certificates. No mention of the fact of adoption shall be made on the baptismal certificate.<sup>4</sup>

Parish personnel having access to parish registers have an obligation not to disclose to any person information which would identify or reveal, directly or indirectly, the fact that a person was adopted.<sup>5</sup>

### **13.1 BAPTISM BEFORE ADOPTION**

For children who were baptized in the Catholic Church by their natural parent(s) before adoption, the following information shall be added to the original Baptismal Register entry after the adoption is finalized:

- a. Brackets [ ] shall be placed around the names of the natural parents.
- b. The legal name(s) of the adoptive parent(s) shall then be added.
- c. The child's former surname shall also be bracketed, and the new surname added.
- d. Sponsor(s) or godparent(s) will be bracketed and not included on the certificate. If the sponsor (s) are still part of the child's life, they may remain in the entry and on the certificate.
- e. A notation shall be made that the child was legally adopted, including the adoption case number, court, county, state, and date.
- f. In the index, a new entry with a new surname should be entered with an entry number.

If the adoptive parent's home parish is the same as the parish of baptism, a new entry does not have to be made. (See *Appendix K.12*)

For adoptive parents whose home parish is different from the parish of baptism, a **new entry** should be made in their home parish Baptismal Register with a cross-reference to the old entry.

New entry information to be entered:

- a. The new, legal name of the child as designated by the court order
- b. The name of the adoptive parent(s) (first, middle, and surname/maiden name)
- c. The date and place of birth (city and state)
- d. The date and place of baptism
- e. The name of the minister
- f. Notation of original baptism, (for example, *Original Entry see Sacred Heart, Chicago, IL, Vol. 5, pg. 15, entry 45*)

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<sup>4</sup> Canon 877, §3, Recording the Baptism of Adopted Children and USCCB Complementary Norms.

<sup>5</sup> Adoption records prior to the USCCB Complimentary Norms on adoption that went into effect on December 1, 2000, may be recorded differently and information may be missing. Please contact the Archives and Records Management Office for assistance with these records.



Once all changes have been made to the register, a new baptismal certificate should be issued. The new entry will be used for notating future sacraments. (See *Appendix K.13a-b*)

### **13.2 ISSUING BAPTISMAL CERTIFICATES AFTER AN ADOPTION IS FINALIZED**

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. No mention of the fact of adoption shall be made on the baptismal certificate.

Baptismal certificates issued by the parish for these individuals should list:

- a. Name(s) of the adoptive parent(s)
- b. Child's new legal name
- c. Date and place of birth
- d. Date and place of baptism
- e. Name of minister
- f. Sponsor(s) name(s) should be withheld if chosen by the natural parents and the adoptive parents have no relationship with them.

The name(s) of the natural parents and the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate. The certificate is issued from the record created after the adoption. No certificate should ever be issued from the record created before adoption.

For other issues regarding creating records for adoptive individuals, please contact the Archives for assistance.

## **14 SPECIAL TYPES OF BAPTISM**

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### **14.1 CONDITIONAL BAPTISM**

When conditional baptism is conferred, "Conditional Baptism" is to be written in the notation's column. Otherwise, the entry is the same as for any other baptism. (See *Appendix K.7*)

Baptisms in other Christian faiths are presumed valid until the contrary is demonstrated. Consult the Chancellor with any question as to whether or not a faith community's baptism is valid. Only after careful investigation and, if a positive doubt remains as to the fact of baptism or its valid celebration, a person is conditionally baptized. This conditional baptism is done privately, with only the essential participants and a simple, discrete ceremony.

### **14.2 EMERGENCY BAPTISM**

When baptism is conferred in an emergency, ceremonies may be supplied later. The baptism is recorded in the territorial parish where the emergency baptism occurred. (See *Appendix K.8*)

### **14.3 EMERGENCY BAPTISM – RITES SUPPLIED**

If the ceremonies are supplied at a later date<sup>6</sup>, a notation of “Rites supplied” with the date and place where the rites were given shall be entered in the margin of the child’s baptismal record entry and the entry shall be updated with missing information.

Rites Supplied is the completion of the rite of baptism in a parish for infants already baptized when in danger of death. The record of the “Rites Supplied” shall be sent with all corresponding information to the parish where the emergency baptism is recorded. Include a notation: “rites supplied,” with the parish, city, and state and the date of the completion of the celebration.

The child’s name may be entered into the Baptism Register index of the parents’ parish, with a cross-reference to the location of the baptismal record. (See *Appendix K.9*)

### **14.4 PRISON BAPTISM**

There are several prisons located within the Archdiocese of San Antonio, Texas. Each facility has its own rules about whether baptisms are allowed to occur. In those instances when a Catholic cleric is allowed to administer the sacrament of baptism, it should be recorded in the Baptismal Register of the parish in whose territory the prison is located.

## **15 RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)**

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### **15.1 DEFINITION OF TERMS**

#### **15.1.1 RCIA**

Outside of emergency situations, non-baptized adults and children who have reached the age of reason (usually about seven years of age) seeking initiation into the Catholic Church are required to participate in a process of formation governed by the Rite of Christian Initiation of Adults (RCIA). RCIA culminates in the celebration of the three sacraments of initiation – baptism, confirmation, and first reception of the eucharist – in the same ceremony. Information concerning those who receive the sacraments of initiation shall be recorded in the Baptismal, First Eucharist, and Confirmation Registers.

#### **15.1.2 Catechumens**

A catechumen is a person not yet baptized, who has celebrated the “Rite of Acceptance into the Order of Catechumens” as part of the RCIA. The name of the catechumen, along with the names of the sponsor, officiating minister, and date and place of the celebration, is entered into the Register of Catechumens at the parish where the Rite was celebrated. Note that

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<sup>6</sup> cf. 2020 Order of Baptism of Children No.31.3

already-baptized candidates for full communion and confirmation are not catechumens and their names are not placed in the Catechumenal Book.

### **15.1.3 Elect**

An “elect” person is a catechumen who has celebrated the “Rite of Election or Enrollment of names” as part of the RCIA, and so has been chosen by the Church to receive the sacraments of initiation. The name of the elect catechumen, along with the names of the sponsor, officiating minister, and date and place of the celebration, is entered into a special Book of the Elect at the parish where the Rite was celebrated. *Note that already-baptized candidates for full communion and confirmation are not catechumens and do not become members of the Elect, and these persons’ names are not placed in the “Book of the Elect.”*

## **16 SACRAMENTS OF INITIATION ENTRIES**

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Once the elect receives the Sacraments of Initiation, their names are to be recorded in the Baptismal Register, First Eucharist Register, Confirmation Register, and Marriage Register for those whose marriage will be convalidated or sanated in the parish in which the sacraments were celebrated. The baptismal sponsor typically also serves as the sponsor for confirmation.

### **16.1 REGISTER ENTRIES FOR THE ELECT**

#### **16.1.1 Baptismal Register**

- a. The legal name of the person (if married, place the woman’s maiden name in parenthesis).
- b. The names of the parents (first, middle, and surname/maiden name)
- c. The date and place of birth (city and state)
- d. The name(s) of the sponsor
- e. The date and place of baptism (including city and state)
- f. The name of the minister
- g. Marginal notation of reception of eucharist and confirmation and marital status (either current valid marriage or the convalidation of the current civil marriage). Any declaration of invalidity (including where granted and protocol number) should also be noted.

#### **16.1.2 First Eucharist Register**

- a. The baptismal name of the person
- b. The parents named on the baptismal certificate
- c. The date and place of baptism (including city and state)
- d. The date and place of the first eucharist
- e. The name of the minister

#### **16.1.3 Confirmation Register**

- a. The baptismal name of the person
- b. The parents named on the baptismal certificate

- c. The date and place of baptism (including city and state)
- d. The name of the sponsor
- e. The date and place of confirmation
- f. The name of the minister
- g. Optional confirmation name.

## **16.2 SOURCE OF INFORMATION**

Legal names should be verified with current government-issued photo identification to verify their name and date of birth. A birth certificate should also be presented to verify the parents' names and place of birth.

# **17 BAPTIZED CHRISTIANS RECEIVED INTO FULL COMMUNION**

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For those having been received into Full Communion into the Church, the date and place of their reception is to be entered into the Baptismal Register, including any baptismal information and notations for all sacraments received. (See *Appendix K.10*)

## **17.1 REGISTER ENTRIES FOR THOSE RECEIVED INTO FULL COMMUNION**

### **17.1.1 Baptismal Register**

- a. The baptismal name of the person
- b. The parent(s) named on the baptismal certificate
- c. The date and place of birth (city and state)
- d. The name(s) of the sponsor(s) for baptism and; Name of the sponsor for Profession of Faith, include POF: name.
- e. The date and place of their baptism (including parish, city, and state) and the "Profession of Faith" date and place ceremonies were supplied to effect formal reception into the Church
- f. The name of the minister of baptism
- g. In the notation's column any data on the reception of the first eucharist, confirmation; marital status (either current valid marriage or the convalidation of the current marriage); and any declaration of invalidity (including where granted and protocol number)

### **17.1.2 First Eucharist Register**

- a. The baptismal name of the person
- b. The parents named on the baptismal certificate
- c. The date and place of baptism (including city and state)
- d. The date and place of the first eucharist
- e. The name of the minister

### **17.1.3 Confirmation Register**

- a. The baptismal name of the person

- b. The parents named on the baptismal certificate
- c. The date and place of baptism (including city and state)
- d. The name of the sponsor
- e. The date and place of confirmation
- f. The name of the minister
- g. Optional confirmation name

## **17.2 SOURCE OF INFORMATION**

All candidates' information should be verified with a government-issued ID. If a baptismal certificate is unavailable or incomplete, the legal name should be verified with current government-issued photo identification to verify their name and date of birth. And a birth certificate should also be presented to verify the parents' names and place of birth.

## **17.3 CHILDREN OF PARENTS RECEIVED INTO THE CHURCH**

Children validly baptized in a non-Catholic Christian church, who have not yet reached the age of reason (seven) may be received into full communion when one or both of their parents is received into full communion. Children below the age of reason do not need to make a Profession of Faith. (See *Appendix K.11*)

The child's name is entered into the Baptismal Register with the following information:

- a. The baptismal name of the child
- b. The parents named on the baptismal certificate
- c. The date and place of birth
- d. The name(s) of the sponsor(s), if any
- e. The date and place of baptism
- f. "Received into the Church through parents' Profession of Faith," including date and parish of parent's Profession of Faith, written in the notation column

## **17.4 SOURCE OF INFORMATION**

A baptismal certificate and a birth certificate should be presented to verify the name, parents' names, and place of birth.

# **18 SPECIAL NOTATIONS IN THE BAPTISMAL REGISTER**

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Below are special notations that need to be made in the Baptismal Register. Notations should follow the wording presented in the notification letter. (See *Appendix P*)

### **18.1 RECEPTION OF HOLY ORDERS**

Holy Orders is the sacrament that confers ordination as a transitional or permanent deacon, priest, and bishop. The notation will include [type of order (diaconate, priesthood, or episcopacy)], date, and location. (See *Appendix P.7*)

### **18.2 DISPENSATION FROM HOLY ORDERS**

Laicization is the process of returning an ordained person (priest, bishop, or deacon) to the lay state (loss of clerical state). The notation will include the term type of dispensation listed in the decree, [type of order (diaconate, priesthood, or episcopacy)], date issued, and protocol number. (See *Appendix P.9*)

### **18.3 PERPETUAL PROFESSION IN RELIGIOUS INSTITUTE**

This notation is made when a man or woman takes permanent or final lifelong vows to a religious order. The notation will include the “Solemn vows”, name of the religious order, date, and place. (See *Appendix P.8*)

### **18.4 DISPENSATION FROM RELIGIOUS VOWS**

A dispensation from religious vows is the act of releasing a religious man or woman from their permanent or lifelong vows in a religious order. The notation will include the term: “Dispensation from vows”, [protocol number], and [date]. (See *Appendix P.10*)

### **18.5 VETITUM / MONITUM**

A vetitum or monitum is a restriction on a future Marriage until permission is obtained from the local bishop or the pastor. These restrictions are imposed by the Tribunal on one or both parties at the time an affirmative decision is granted in a Declaration of Nullity of Marriage. (See *Appendix P.6*)

### **18.6 FORMAL WITHDRAWALS FROM THE CATHOLIC CHURCH**

In the past, Canon Law made provisions for a baptized Catholic to formally withdraw from the church, but in 2009 the Code of Canon Law was modified to remove all references to the act of formally withdrawing from the Catholic Church.

Therefore, parishes no longer record a formal defection in the baptismal record since this action is no longer recorded.

## **19 PENANCE/RECONCILIATION**

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This sacrament pertains exclusively to the internal forum and, therefore, registers are never created nor are certificates of First Reconciliation ever issued.

## 20 FIRST EUCHARIST RECORDS

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Each parish is to keep a First Eucharist Register in the Archdiocese of San Antonio. The notification of sacrament is to be sent to the baptismal parish. (See *Appendix L*)

Proof of the first eucharist is not required to receive confirmation or the sacrament of marriage.

A First Eucharist Register contains the following information:

- a. The baptismal name of the child
- b. The parents named on the baptismal certificate
- c. The date and place of baptism
- d. The date and place of the first eucharist
- e. The name of the minister

### 20.1 SOURCE INFORMATION

Baptismal Certificate.

### 20.2 NOTIFICATION OF SACRAMENT

If the person was baptized in the same parish where the first eucharist was received, a notation of the first eucharist is also made in the Baptismal Register. Otherwise, a notice of the first eucharist is to be sent to the parish of baptism. The notification is to include the name of the person, their baptism date and location, and the date and place of the first eucharist.

## 21 CONFIRMATION RECORDS

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Parishes are to maintain Confirmation Registers. (See *Appendix M*)

The following information is to be entered in the Confirmation Register of the parish in which the sacrament was celebrated, not the parish in which the confirmandi were prepared:

- a. The baptismal name of the child or adult, including middle name (for those coming through the RCIA program See *Chapter 16 Sacraments of Initiation Entries* and *Chapter 17 Baptized Christians Received into Full Communion*)
- b. The date and place of baptism
- c. The confirmation name (optional)
- d. The parents named on the baptismal certificate
- e. The name of the sponsor
- f. The date and place of confirmation
- g. The name of the minister

### 21.1 SOURCE OF DATA

Baptismal certificate.

## 21.2 NOTIFICATION OF CONFIRMATION

If the person was baptized in the same parish where the confirmation occurred, a notation should also be made in the Baptismal Register.

If the person was not baptized at the same parish where the confirmation occurred, the notification is to be sent to the parish of baptism. The notification is to include the name of the confirmation recipient, date and place of baptism, date, and place of confirmation, and the name of the conferring minister.

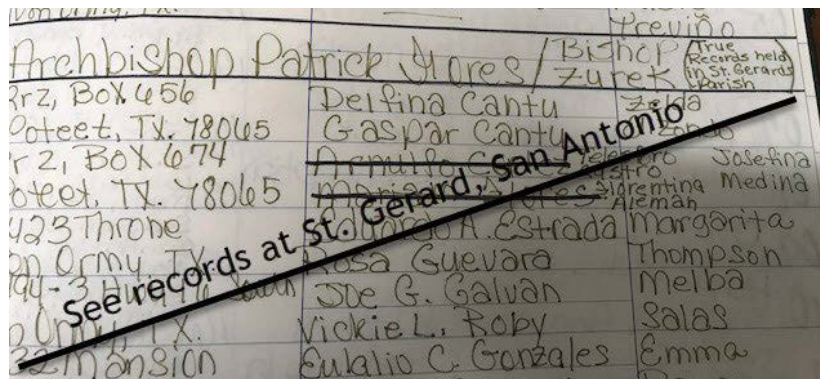
For those brought “into full communion in the Church (i.e., Profession of Faith),” the notification is to be sent to the parish where they made their Profession of Faith, if different from the confirmation parish. Their confirmation should then be recorded in the individual’s Baptismal entry.

## 21.3 JOINT CONFIRMATION CELEBRATIONS

For joint celebrations, the parish hosting the event is required to:

- Enter the names of all those confirmed in their Confirmation Register.
- Issue confirmation certificates for each of the confirmed, and
- Send notifications to the parish of baptism for each of the confirmed.

For the ease of finding these records in the future, parishes who send candidates to another parish should create a cross-reference in their Confirmation Register. The cross-reference is not a duplicate record, but a list of the candidates, the date, place, and minister who conferred the sacrament with a diagonal line through the entry and a note saying, “Recorded at \_\_\_\_\_ Parish.”



## 21.4 CONFIRMATION DELEGATION/RESCRIPT

When a priest has been granted faculties to confer the sacrament of confirmation by the Archbishop, a notation should be made in the Confirmation Register following the instructions in the delegation/rescript received. (See *Appendix M.2*)

Example: Minister’s Name, Special Fac., c.884, §1, date issued.



## 22 MARRIAGE RECORDS

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All marriages (including convalidation) are to be entered into the Marriage Register using the information from the pre-nuptial file which is permanently kept at the parish. (See *Appendix N*)

### 22.1 MARRIAGE ENTRIES

**Data to be entered into the Marriage record:**

- a. The full baptismal name of the spouses (the legal name for non-baptized persons)
- b. Full name of both sets of parents (including mother's maiden names)
- c. Full names of witnesses
- d. Name of the officiating minister
- e. Date and place of marriage
- f. Date and place of baptism for both parties
- g. Notations of any permissions, dispensations, and/or delegations obtained for the valid celebration of the wedding (including protocol number).

The information in the prenuptial file is the source for the Marriage Register. The marginal notation column is for the purpose of noting any permission or dispensation and other significant factors (e.g., delegation for the minister, sanation, rescript, decree of dissolution or nullity, or restriction on future marriages). Includes protocol number, diocese, place, and state. (See *Appendix N.1*)

### 22.2 PRE-NUPTIAL FILES

The pre-nuptial file is to be permanently retained at the parish. The prenuptial file is to be kept in its acid-free envelope or folder, clearly marked with both parties' names, the date of the marriage, and arranged in alphabetical order.

### 22.3 SUPPORTING DOCUMENTATION IN THE PRENUPTIAL FILE SHOULD INCLUDE:

- Baptismal certificate issued within the last six months with all notations included for both parties. Baptized non-Catholics should present satisfactory proof of baptism.
- Completed prenuptial questionnaire
- Copy of the civil marriage certificate (in cases of convalidation)
- Any necessary, permission, dispensation, or delegation documents
- Documents of Dissolution or Declaration of Nullity (when necessary)
- Death certificate (when necessary)
- Proof of marriage preparation (certificate or letter)
- Affidavit of Free Status – bride and groom

## **22.4 RELEASE OF PRE-NUPTIAL FILE**

If a legitimate request for a copy of the file is made by an ecclesiastical tribunal, a photocopy or scan of the file should be made, explicitly marked "For Canonical Investigation Only" in red ink, and sent to the requesting tribunal. The original file should be kept at the parish.

## **22.5 MARRIAGE IN A CATHOLIC CHAPEL OR ORATORY**

If the wedding is celebrated in a Catholic chapel or oratory (not a parish church), the sacramental record is entered and kept at the territorial parish within whose boundaries the chapel or oratory is located.

## **22.6 WEDDINGS WITH A DISPENSATION FROM CANONICAL FORM**

A dispensation from canonical form is an exemption of the requirement that the marriage of a Catholic be celebrated before two witnesses and a priest/deacon who has the faculty to assist at marriages. This dispensation can be granted when a Catholic marries a baptized person of another faith or non-baptized person and the marriage is celebrated by the minister of the non-Catholic party, or civil official (e.g., a Catholic marries an Episcopalian in an Episcopal Church by an Episcopalian minister, or to a Jew in a Jewish synagogue by a Rabbi).

If a couple is granted dispensation from canonical form, the wedding is to be recorded in the Marriage Register in the parish of the Catholic party whose clergy prepared the couple for marriage and requested the dispensation. The dispensation will be entered in the notation column in the Marriage Register in the parish and recorded in the office in the diocesan curia. Notification of the marriage must be sent to the parish of baptism of the Catholic party. (See *Appendix N.2*)

## **22.7 CONVALIDATION**

When a couple who has civilly married requests marriage in the Catholic Church, the parish must complete the full pre-nuptial investigation and marriage preparation required for marriage in the Catholic Church.

The source of information for the Marriage Register entry comes from the pre-nuptial file. The civil marriage information must be recorded in the notation column including the date, place, and officiate of the civil ceremony. (See *Appendix N.3*)

## **22.8 RADICAL SANATION**

A radical sanation is the convalidation (without a renewal of consent) of a marriage that is invalid. Radical sanation is granted by the diocesan bishop or his delegate.

When a radical sanation is granted, please follow the instructions outlined in the notice issued by the office in the diocesan curia. Notations will be made in the Baptismal Register of the Catholic party and in the Marriage Register entry that will include: the date, diocese, and protocol number of the sanation. (See *Appendix N.4*)

## **22.9 CITATIONS IN THE MARRIAGE REGISTER NOTATION COLUMN**

The notation column is used to record additional information that is relevant to the marriage. Notations should include the type of notice (delegation, dispensation, dissolution, nullity, decree, or rescript), the date issued, diocese, and protocol number, along with any special instructions. (See *Appendix Q*)

## **22.10 NOTIFICATION TO CHURCH OF BAPTISM**

The sacramental marriage certificate is to be issued as soon as possible after the marriage has been recorded. Notification of the marriage is to be sent to the parish of baptism for Catholic parties. The date and place of marriage is to be recorded in the Baptismal Register even if the place of the baptism is the same as where the marriage took place.

# **23 ORDINATION REGISTER**

---

Archbishop's delegate shall enter all ordination/reception of Holy Orders (diaconate, presbyteral, and episcopal) within the Archdiocese of San Antonio in the Archdiocesan Ordination Register, which is to be kept in Archdiocesan archives. The entries shall be counter-signed by the Archbishop of San Antonio.

The following information is to be entered into the **Ordination Register**:

- a. The baptismal name of the person ordained
- b. The date and place (including city and state) of baptism
- c. The date and place (including city and state) of ordination
- d. The name of the ordaining minister
- e. The type of ordination

## **23.1 NOTIFICATION OF ORDINATION TO THE CHURCH OF BAPTISM**

Archbishop's delegate must notify the parish of baptism, as soon as possible. This notification is to include the name of the ordained, the date and place of baptism, the date and place of the ordination, the primary ordaining minister, and the type of ordination.

# **24 DEATH REGISTER**

---

All Catholic funeral liturgies shall be entered in the parish death records.

## **24.1 DEATH ENTRIES**

The Death entry should include the following information:

- a. Full name of deceased
- b. The residential address of the deceased person (optional)
- c. The date and place of death

- d. The date and place of burial (which may be the same as the funeral date)
- e. Name of presiding clergy

Additional information may include the name of the funeral home, next of kin, and cause of death (if known).

Register entries are to be chronologically arranged by the date of the parishioner's death. All individuals buried from a parish, funeral home, or gravesite by a priest, deacon, or delegated minister should be recorded in the parish's Death Register. If the deceased is registered in another parish, a notification may be sent to that parish so a record of death may be recorded in that parish's Death Register also.

If more than one ceremony is administered, such as a funeral service at one parish and memorial service at another, record the service in the corresponding parish registers. (See *Appendix O.1*)

## **24.2 NON-CATHOLIC BURIALS**

A priest presiding at a non-Catholic burial will make an entry in their parish's Death Register. Notate the religion of the deceased and the services provided. (See *Appendix O.2*)

## **24.3 CREMATION**

When the body has been cremated, no reference to the date or place of cremation is made in the Death Register. However, the fact of cremation should be noted, as well as the date and place of the ashes' interment. (See *Appendix O.3*)

# **25 SUPPORT TO OUR PARISHES**

---

The Archives and Records Management Office is here to assist parishes with any questions related to the care, preservation, or maintenance of their sacramental records. The Archives can assist in assessing records, preservation, and care, they provide routine sacramental records training workshops, and provide guidance on unusual recording situations.

It is prohibited to allow the general public to view sacramental records. Priests and parish staff members are asked to redirect researchers and genealogists to the Archives and Records Management Office. The archives will make available those records which are open to research.

Please do not hesitate to contact the Archives & Records Management Office with any questions or concerns, Archives & Records Management Office, (210) 734-1959, [archive@archsa.org](mailto:archive@archsa.org) or online <http://www.archsa.org/archives>.

## 26 APPENDIXES

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## A. DELEGATION LETTER

Parish Letterhead  
with address and other contact information

Date

Full Name of Delegate  
Full Address of Delegate

Re: Specific Delegation for Name of Delegate, Position

Dear Name of Delegate:

I, Pastor Name, hereby delegate you Staff member name, in your position as Parish Secretary (or other role/position), to act/sign on my behalf in the following situations:

1. Sign sacramental certificates when I am not available to do so. You will sign your own name on the signature line, then print your name followed by "Delegate of Rev. \_\_\_\_\_."
2. Make entries in a sacramental register or death register for a sacrament already administered or in the death register for a funeral or graveside service completed.

Only the Pastor has the authority to delegate the duties listed above, therefore, you may not subdelegate or assign your delegated responsibilities to another person.

Sincerely in Christ,

Rev. \_\_\_\_\_  
Pastor, St. \_\_\_\_\_

**B-1 DEAN PARISH INSPECTION FORM**

Date of Inspection: \_\_\_\_\_



**ARCHDIOCESE OF SAN ANTONIO  
Dean Parish Inspection Form**

Parish Name: \_\_\_\_\_

Address: \_\_\_\_\_

Deanery: \_\_\_\_\_ Pastor: \_\_\_\_\_

Years Covered in Inspection: \_\_\_\_\_ to \_\_\_\_\_

**I. SACRAMENTAL RECORD INSPECTION**

Canon 555 §1.3 The dean has the duty and the right: to ensure that religious functions are celebrated according to the provisions of the sacred liturgy; that the elegance and neatness of the churches and sacred furnishings are properly maintained, particularly in regard to the celebration of the Eucharist and the custody of the blessed Sacrament; that the parish registers-are correctly entered and finally, that the parochial house is looked after with care.

<b>YES</b>	<b>NO</b>	All registers are stored in a fire-resistant cabinet/safe that is locked with limited access with room to retrieve without damaging the book? If not, why not _____
<b>YES</b>	<b>NO</b>	Do they have an up-to-date inventory of registers completed by before an incoming pastor?
<b>YES</b>	<b>NO</b>	Has a copy been sent to the Archives and Records Management Office?
<b>YES</b>	<b>NO</b>	Are Mission Registers separate from Parish Registers?
<b>YES</b>	<b>NO</b>	Do they have all appropriate registers? (Baptism, Register of Catechumens, Book of Elect, First Eucharist, Confirmation, Marriage, and Death Registers)

Refer to the Sacramental Records Handbook for complete listing what is required in the registers. Please sign and date each register upon completion of inspection.

**BAPTISM REGISTER INSPECTION**

<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by Pastor?
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)
<b>YES</b>	<b>NO</b>	Was there evidence of baptized Christians received into Full Communion in the register? If not, why not?

What is the general condition of the registers?    **EXCELLENT**    **GOOD**    **FAIR**    **POOR**

**Comments:**

**B-2 DEAN PARISH INSPECTION FORM**

Date of Inspection: \_\_\_\_\_

FIRST EUCHARIST REGISTER INSPECTION				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by Pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b> <b>POOR</b>
<b>Comments:</b>				
CONFIRMATION REGISTER INSPECTION				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by Pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
<b>YES</b>	<b>NO</b>	If diocesan bishop did not preside, is delegation information included?		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b> <b>POOR</b>
<b>Comments:</b>				
MARRIAGE REGISTER INSPECTION				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by Pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
<b>YES</b>	<b>NO</b>	Convalidated marriages include information of the civil marriage in the notation column (date, place, and who presided)?		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b> <b>POOR</b>
<b>Comments:</b>				



**B-3 DEAN PARISH INSPECTION FORM**

Date of Inspection: \_\_\_\_\_

DEATH REGISTER INSPECTION				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by Pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
<b>YES</b>	<b>NO</b>	Entries are chronologically arranged by death?		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>Comments:</b>				

**II. OBSERVATION OF CONDITION AND APPEARANCE OF PROPERTY**

This is not the "insurance inspection," but a general observation of the overall condition and appearance of the property.

	Excellent	Good	Fair	Poor
<b>Church</b>				
<b>Rectory</b>				
<b>Parish Hall</b>				
<b>Parking Lot</b>				
<b>School</b>				
<b>Classrooms</b>				
<b>Other buildings:</b>				

1. Is there any work on one or more of the parish structures which is being planned or in need? If so, explain
  
2. Are there any additional building or structures that are needed?





# C. SACRAMENTAL REGISTERS INVENTORY FORM

ARCHDIOCESE OF SAN ANTONIO

Archives and Records Management

2718 W. Woodlawn | San Antonio, Texas 78228-0410 | Phone: (210)734-1959 | Fax: (210) 734-7021 | Email: archive@archsa.org

## SACRAMENTAL REGISTERS INVENTORY FORM

*Inventory before a new pastor is assigned to the parish.*

PARISH/MISSION NAME \_\_\_\_\_

Inventoried by \_\_\_\_\_ Year \_\_\_\_\_

**Condition Key:** Fair: pages pulling from binding, binding broken; Good: minor wear and tear; Excellent: no problems.

Please keep all documentation for any re-binding/repair work.

	Type of Register	Vol .	Section / Vol. # (Combination/Missions)	Date Span	Pages filled	Condition (Fair, Good, Excellent)	Index	Notes (damage, special entries, repair work)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Current Location of Books \_\_\_\_\_

List any books that can be found in a digital database and type of database?

Does your parish maintain a separate index to these books (i.e. Word or Excel or cards)?

List books backed up with microfilm/digital images:

SIGNATURE of person completing this form: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed inventory forms to by email: [archive@archsa.org](mailto:archive@archsa.org) or mail to: Archives and Records Management Office, Archdiocese of San Antonio, 2718 W. Woodlawn Ave, San Antonio, TX 78228

ARM-FRM-SacramentalRegisterInventory-v1.2



# Authorization for Release of Information

I, \_\_\_\_\_, hereby authorize the Roman Catholic Archdiocese of San Antonio of Texas to release a copy (or copies) of my:

- School Transcripts
- Sacramental Records

To \_\_\_\_\_  
*(First and last name of Person or Name of Organization)*

Address of Person/Organization: \_\_\_\_\_

Address City/State/Zip Code: \_\_\_\_\_

I hereby represent that all the above information is true and accurate, and I agree to indemnify and hold harmless the Roman Catholic Archdiocese of San Antonio, its Bishop and successors inoffice, the aforesaid parish and all the other persons connected with them from any liability for releasing this information pursuant to my request.

Signature: \_\_\_\_\_  
*(Sign in the Presence of a Notary)*

Print Name: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

..... NOTARY ONLY.....

*I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_*

*Personally appeared before me the signer and subject of the above form, who signed or attested to the same in my presence, and presented the following form of identification as proof of his or her identity:*

- Driver's License or Govt. Identification Card
- U.S. Passport
- U.S. Military ID Card
- State Identification Card



Notary Public: \_\_\_\_\_  
*(Print Name)*

My Commission Expires: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

**PLEASE ATTACH COPIES OF IDENTIFICATION WITH FORM. FORM VALID FOR A SINGLE REQUEST.**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

*Attach form with a copy of record released and keep until the end of the calendar year + 3 years, then dispose of properly. If for civil record verification, please send form and copy of record released to the Archives and Records Management Office.*



# Authorization for Release of Information

I, \_\_\_\_\_, hereby authorize the Roman Catholic Archdiocese of San Antonio of Texas to release a copy (or copies) of my:

- School Transcripts
- Sacramental Records

To \_\_\_\_\_  
*(First and last name of Person or Name of Organization)*

Address of Person/Organization: \_\_\_\_\_

Address City/State/Zip Code: \_\_\_\_\_

I hereby represent that all the above information is true and accurate, and I agree to indemnify and hold harmless the Roman Catholic Archdiocese of San Antonio, its Bishop and successors inoffice, the aforesaid parish and all the other persons connected with them from any liability for releasing this information pursuant to my request.

Signature: \_\_\_\_\_  
*(Sign in the Presence of a Notary)*

Print Name: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

..... PARISH STAFF ONLY .....

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally appeared before me the signer and subject of the above form, who signed or attested to the same in my presence, and presented the following form of identification as proof of his or her identity:

- Driver's License or Govt. Identification Card
- U.S. Passport
- U.S. Military ID Card
- State Identification Card



Parish Staff Name: \_\_\_\_\_  
*(Print Name)*

Parish Staff Title: \_\_\_\_\_

Parish Staff Signature: \_\_\_\_\_

**PLEASE ATTACH COPIES OF IDENTIFICATION WITH FORM. FORM VALID FOR A SINGLE REQUEST.**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

*Attach form with a copy of record released and keep until the end of the calendar year + 3 years, then dispose of properly. If for civil record verification, please send form and copy of record released to the Archives and Records Management Office.*



**E. AFFIDAVIT OF WITNESS TO BAPTISM**

**ARCHDIOCESE OF SAN ANTONIO**

Archives and Records Management

2718 W. Woodlawn | San Antonio, Texas 78228-0410 | Phone: (210)734-1959 | Fax: (210) 734-7021 | Email: archive@archsa.org

**Affidavit of Witness to Baptism**

In the presence of Rev. \_\_\_\_\_,

I, \_\_\_\_\_, attest that  
(Printed name of person providing Affidavit)

Full name of person baptized: \_\_\_\_\_

Born on: \_\_\_\_\_ at \_\_\_\_\_  
(City, State)

Full name of father: \_\_\_\_\_

Full name of mother (including maiden name): \_\_\_\_\_

Was baptized into the Roman Catholic Church on: \_\_\_\_\_

At the Church of: \_\_\_\_\_,  
(City, State)

Sponsors: \_\_\_\_\_,

Minister of the baptism: \_\_\_\_\_

I know this because I am (please check all that apply):

- \_\_\_ a parent
- \_\_\_ a godparent
- \_\_\_ a person present at the ceremony
- \_\_\_ the minister of baptism

Please describe other information that supports the fact of baptism:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant Date

\_\_\_\_\_  
Signature of Pastor Date



**OFFICE USE ONLY**

Date affidavit received: \_\_\_\_\_

Received by: \_\_\_\_\_

Parish receiving affidavit:  
\_\_\_\_\_  
\_\_\_\_\_

Parish address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form should be placed in Baptismal Register's Supporting Document File after being updated.**



**F. AFFIDAVIT OF PATERNITY**

ARCHDIOCESE OF SAN ANTONIO

Archives and Records Management

2718 W. Woodlawn | San Antonio, Texas 78228-0410 | Phone: (210)734-1959 | Fax: (210) 734-7021 | Email: archive@archsa.org

**Affidavit of Paternity**

Registration of Baptism: Code of Canon Law, c. 877, §2 "If it is a question of a child born of an unmarried mother, the name of the mother is to be inserted if there is public proof of her maternity or if she asks this willingly, either in writing or before two witnesses; likewise, the name of the father is to be inserted if his paternity has been proved either by some public document or by his own declaration before the pastor and two witnesses; in other cases, the name of the one baptized is recorded without any indication of the name of the father or the parents."

In the presence of Rev. \_\_\_\_\_, \_\_\_\_\_ Catholic Church

I, \_\_\_\_\_, attest that I am the biological father of  
(Printed name of person providing Affidavit)

\_\_\_\_\_, who was born on \_\_\_\_\_, in the city and  
(Name of baptized child) (Date of child's birth)

state of \_\_\_\_\_.  
(City, State)

**Two Witnesses (Required):**

Witness #1

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Witness #2

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

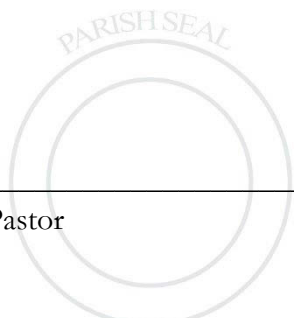
\_\_\_\_\_  
Signature of Witness #1 Date

\_\_\_\_\_  
Signature of Witness #2 Date

**ID provided (Required):** Biological father's state ID card, driver license, or US military, OR two forms of other identification. (Please check the box after verifying identity)

\_\_\_\_\_  
Signature of Affiant (Biological father) Date

\_\_\_\_\_  
Signature of Pastor Date



<b>OFFICE USE ONLY</b>
Date affidavit received: _____
Received by: _____
Parish receiving affidavit: _____ _____
Parish address: _____ _____ _____
<b>Form should be placed in Baptismal Register's Supporting Document File after being updated.</b>



**G. AFFIDAVIT OF WITNESS TO CONFIRMATION**

ARCHDIOCESE OF SAN ANTONIO

Archives and Records Management

2718 W. Woodlawn | San Antonio, Texas 78228-0410 | Phone: (210)734-1959 | Fax: (210) 734-7021 | Email: archive@archsa.org

**Affidavit of Witness to Confirmation**

In the presence of Rev. \_\_\_\_\_,

I, \_\_\_\_\_, attest that  
(Printed name of person providing Affidavit)

Full name of person confirmed: \_\_\_\_\_

Baptized on \_\_\_\_\_ at \_\_\_\_\_,  
(Date) (Parish)  
\_\_\_\_\_  
(City, State)

Born on: \_\_\_\_\_ at \_\_\_\_\_  
(City, State)

Full name of father: \_\_\_\_\_

Full name of mother (including maiden name): \_\_\_\_\_

Was confirmed into the Roman Catholic Church on: \_\_\_\_\_

At the Church of: \_\_\_\_\_,  
(City, State)

Sponsors: \_\_\_\_\_.

Minister of the confirmation: \_\_\_\_\_

I know this because I am (please check all that apply):

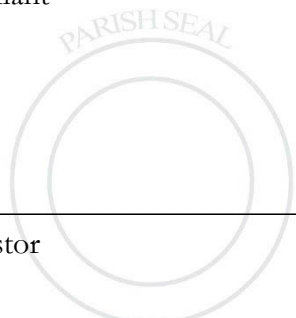
- \_\_\_ a parent
- \_\_\_ a godparent
- \_\_\_ a person present at the ceremony
- \_\_\_ the minister of confirmation

Please describe other information that supports the fact of confirmation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant Date

\_\_\_\_\_  
Signature of Pastor Date



**OFFICE USE ONLY**

Date affidavit received: \_\_\_\_\_

Received by: \_\_\_\_\_

Parish receiving affidavit:  
\_\_\_\_\_  
\_\_\_\_\_

Parish address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form should be placed in Baptismal Register's  
Supporting Document File after being updated.**





**H. INVESTIGATION OF MARRIAGE - WITNESS**

ARCHDIOCESE OF SAN ANTONIO

Archives and Records Management

2718 W. Woodlawn | San Antonio, Texas 78228-0410 | Phone: (210)734-1959 | Fax: (210) 734-7021 | Email: archive@archsa.org

**Investigation of Marriage - Witness**

Full Name of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Minister presiding: \_\_\_\_\_

Name of sponsors, (commonly the Best Man and Maid of Honor), if known:

\_\_\_\_\_

Please describe to the best of your ability the event you attended:

What parts of the event that you witnessed, made you believe this was a wedding as opposed to a vow renewal or a blessing of a marriage?

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

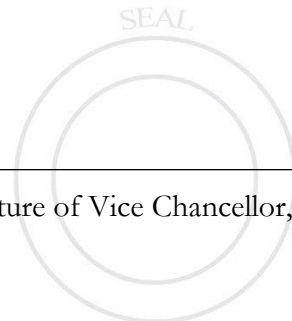
Date

**OFFICE USE ONLY**

Affidavit received by \_\_\_\_\_

Date: \_\_\_\_\_

Statement review and instructions for parish



\_\_\_\_\_  
Signature of Vice Chancellor, Date

Marriage entry should appear as:

**I. SACRAMENTAL CERTIFICATES EXAMPLES**

**I.1 EXAMPLE OF INTIAL BAPTISM CERTIFICATE**

**Saint Lawrence  
236 E. Petaluma Blvd. San  
Antonio, Texas 78221  
Certificate of Baptism**

**This is to Certify**

That Juan Angel Alejo  
child of Eduardo Alejo  
and Elizabeth Mae Evers  
born in El Paso, Texas

on the 15 Day of May 2011

was **Baptized**  
on the 5 Day of June 2012

in the Church of St. Lawrence, San Antonio, TX

*According to the Rite of the Roman Catholic Church*

By the Rev. Richard Vasquez

And the sponsors being Manuel Longoria  
Margie Longoria

Notations:  
NO NOTATIONS

as appears in the Baptismal Register at this church.

Vol. 5 Pg. 5 Entry # 12

Dated 06/05/2012

SEAL  
*Rev. Tu T. Nguyen*  
Pastor

I.2 EXAMPLE OF BAPTISM CERTIFICATE FOR THOSE RECEIVED INTO FULL COMMUNION

St. Ann Catholic Church

210 St. Ann St.

San Antonio, Texas 78201

Certificate of Baptism

This is to Certify

That Mary Ann Jones
child of Abel Jones
and Maria Cook
born in San Antonio, TX

on the 3 Day of January 1990

was Baptized
on the 10 Day of April 1991

in the Church of Hope Lutheran Church

~~According to the Rite of the Roman Catholic Church~~

By the Vicar John Smith

And the sponsors being Jacob Jones
Laura Jones

Notations:

was received into Full Communion of the Catholic Church on April 4, 2021 by Archbishop Garcia-Siller and the sponsors being Laura Shipp
Communion & Confirmation 4/4/2021 at St. Ann, San Antonio, TX by Abp. Garcia-Siller.

as appears in the Baptismal Register of this church.

vol. 7, pg. 10, entry 9

Dated 8/3/2021

SEAL
Rev. Antonio Macias Lopez
Pastor

I.3 EXAMPLE OF FIRST EUCHARIST CERTIFICATE

Our Lady of Perpetual Help  
138 W. Austin St.  
New Braunfels, TX 78130  
**Certificate of First Eucharist**

This is to Certify

That Isabel Maria Cadena

Residence San Antonio, Texas

was Baptized at St. Leo, San Antonio, TX

on the 30 Day of August 1974

Parents Jose Cadena

Amelia Lopez

**Received the First Eucharist**

on the 18 Day of April 1981

in the Church of St. Leo, San Antonio, TX

By Rev. James Wasser, MSF

as appears in the First Eucharist register at this church.

vol. 5 , pg. 15 , entry 45

Dated 4/20/1981

SEAL  
Rev. James Wasser, MSF  
Pastor

I.4 EXAMPLE OF CONFIRMATION CERTIFICATE

St. Rose of Lima  
9883 Marbach Rd.  
San Antonio, TX 78245

## Certificate of Confirmation

**This is to Certify**

Maria Isabel Cadena

That

Son/Daughter of

Jose Cadena

and

Amelia Lopez

was Baptized

August 30, 1974

at

San Fernando Cathedral, San Antonio, TX

**Received the Sacrament of Confirmation**

on the

25 Day of May 1991

in the Church of

St. Rose of Lima, San Antonio, TX

in the Archdiocese of San Antonio, Texas

By the

Bishop Bernard Popp

the sponsor being

Adelina Baez

as appears in the Confirmation Register at this church.

vol. 2 , pg. 15 , entry 23

Dated

06/01/1991

SEAL  
Rev. Juan Alfaro  
Pastor

I.5 EXAMPLE OF MARRIAGE CERTIFICATE

Sacred Heart  
307 E. Losoya St.  
Del Rio, Texas 78840

Certificate of Marriage

This is to Certify

That Henry Robert Mitchell  
and Marissa Stevens  
were lawfully **Married**

on this 16 Day of December 2018  
in the Church of Sacred Heart, Del Rio, Texas

According to the Rite of the Roman Catholic Church  
and in conformity with the law of the State of Texas.

Officiating Rev. Marshall Jamison  
In witnessd by Michael Ralls  
Joanne Perkins

as appears in the Marriage Register in this church.

vol. X, pg. 50, entry 101

Dated 03/20/2021

SEAL  
Rev. Pius U. Ezeigbo  
Pastor

I.6 EXAMPLE OF UPDATED BAPTISMAL CERTIFICATE

Saint Joseph Catholic Church  
114 E. Frio  
Dilley, Texas 78017

**Certificate of Baptism**

**This is to Certify**

That Antonio Martinez  
child of Eduardo Martinez  
and Maria Ramos  
born in Dilley, Texas  
on the 25 Day of June 1940

was **Baptized**  
on the 5 Day of July 1958  
in the Church of St. Joseph, Dilley, Texas

According to the Rite of the Roman Catholic Church

By the Rev. Sebastian Valles, CICM

And the sponsors being Jorge Martinez  
Sara Garcia

Notations:

Confirmation on 5/10/1954, St. Andrew, Lytle, TX by Archbishop Lucey.  
Married to Laura Escobedo on June 18, 1960 at St. Joseph, Dilley, Texas.  
Legal name change per birth certificate #123456 on May 12, 1972.  
Nullity in San Antonio, TX #18/189, May 2018

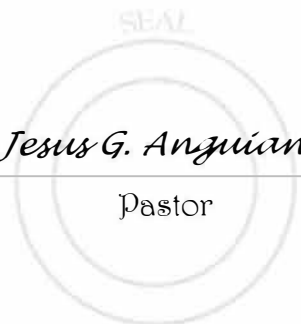
as appears in the Baptismal Register of this church.

vol. 7, pg. 10, entry 9

Dated 8/3/2020

*Rev. Jesus G. Anquiano*

Pastor



I.7 EXAMPLE OF BAPTISM HELD BY PARISH OTHER THAN WHERE IT WAS ADMINISTERED

Saint Anthony Church

16505 Kilowatt Rd.

Elmendorf, Texas 78112

Certificate of Baptism

This is to Certify

That Maria Lopez
child of Matteo Lopez
and Josefina Herrera
born in San Antonio, TX
on the 1 Day of December 1964

Baptized

on the 5 Day of May 1965
in the Church of Immaculate Conception, Canada Verde, TX

According to the Rite of the Roman Catholic Church

By the Rev. Raul Prieto, O.S.A.

And the sponsors being Jose Herrera
Paulina Herrera

Notations:

First Holy Communion on March 11, 1976 at Our Lady of Heaven, Labelle, FL; Confirmed on April 1, 1998 at Holy Redeemer, Detroit, MI. \*\*Past records may have name St. Anthony, Elmendorf as the baptismal parish; Immaculate Conception was a mission of St. Anthony.\*\*

Immaculate Conception, Canada Verde Combination Register

as appears in the Baptismal Register of this church.

Vol. XXX pg. 1 Entry #1965-01

Immaculate Conception, Canada Verde is closed and registers are kept at St. Anthony in Elmendorf, TX.

Dated 06/05/2012

Rev. Andrew Kafara
Pastor



## J. MAKING CORRECTIONS, CHANGES OR ADDITIONS IN REGISTERS

### J.1 Making Corrections

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
<del>Janek</del> <sup>05/11/2021</sup> Jacobs, Anna Louise	8/28/1960, Houston, TX	October 3, 1960	Michael Janek Patricia McAllen	Edward Janek Joanna McAllen	Rev. Joseph Nowak		

### J.2 Missing Record

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Martinez, Antonio	06/25/1972, Dilley, TX	October 3, 1975	Eduardo Martínez María Ramos	Not given Not given	Rev. Sebastian Valles, OCD		<b>Missing record based on the testimony of Maria Ramos, 11/12/1990</b>

Enter name in original Register index where the record should have appeared with a cross reference to the missing entry.

Example: *Martinez, Antonio see Vol. 3, pg. 101, entry 300*

### J.3 Making Changes

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Martinez, <b>[Pablo]</b> <b>Antonio</b>	6/25/1940, Dilley, TX	July 5, 1958	Eduardo Martínez María Ramos	Jorge Martinez Sara Garcia	Rev. Sebastian Valles, C.I.C.M.	5/10/1954 St. Andrew, Lytle, TX by Apb. Lucey	<b>Legal name change per birth certificate #123456 on 05/12/1972.</b>

Copy of birth certificate to be placed in Supporting Document folder to corresponding register. Notate register title, volume number, page, and entry number on copy of the birth certificate.

## K. BAPTISMAL REGISTER ENTRY EXAMPLES

### K.1 Basic Baptismal Entry

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Harper, Olivia Jane	2/18/2006, Nixon, TX	January 5, 2007	John Andrew Harper Maria Treviño	Arturo Treviño Elisa Harper	<i>Rev. Thomas Parker</i> Rev. Thomas Parker		

### K.2 Proxy Sponsors

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Alejo, Juan Angel	5/15/2011, Gonzales, TX	June 5, 2012	Eduardo Alejo Elizabeth Mae Evers	Manuel Longoria Margie Longoria	<i>Rev. Richard Vasquez</i> Rev. Richard Vasquez		Ethan Evers, Proxy Norman Walker, proxy

### K.3 Single Parent/Unmarried Parent

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Morrison, Jeanna	4/30/1939, New Braunfels, TX	November 5, 1942	unspecified Gertrude Ann Morrison	Robert Morrison Katy Harold	<i>Rev. Alonso Rodriguez</i>		

### K.4 Ascription to Proper Church / Change of Rite

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Richards, Martin	10/01/2000 San Antonio, TX	November 10, 2021	Edward Richards Frances Luna	Sarah Richards Mario Luna	<i>Rev. David Williams</i> Rev. David Williams		<b>Transfer of rite from Russian to Latin, Congregation for Eastern Churches protocol #2901, Jan. 1, 2001</b>

### K.5 Change of Rite for Adopted Child

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Richards, Martin	10/01/2000 San Antonio, TX	November 10, 2021	Edward Richards Frances Luna	Sarah Richards Mario Luna	<i>Rev. Adam Williams</i> Rev. Adam Williams		Adopted Case #10239, Bexar Co. San Antonio, TX 5/30/2001. Transfer of rite from Russian to Latin, Congregation for Eastern Churches protocol #2901, Jan. 1, 2001.

### K.6 Same Sex Parents

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Peterson, Troy Andrew	11/1/2006, Helotes, TX	November 13, 2007	<b>William Peterson</b>	Harold Obregon Pamela Harrison	<i>Rev. Adam Williams</i> Rev. Adam Williams		Adopted by John Harrison, 08/10/2007, #28568, Bexar County, TX

### K.7 Conditional Baptism

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Richardson, Lisa Marie	12/18/1988 San Antonio, TX	January 8, 1990	John Richardson Lucy Cartwright	Todd Arnold Lisa Palacios	<i>Rev. Michael O'Fallon</i> Rev. Michael O'Fallon		Conditional baptism.

### K.8 Emergency Baptism

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Olivares, Peter	1/30/2005, San Antonio, TX	January 30, 2005, Santa Rosa Hospital	Hector Olivares Janie Bryant	Robyn Bryant	<i>Maggie Harold, RN</i>		Emergency baptism.

**K.9 Emergency Baptism—Rites Supplied**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Olivares, Peter	1/30/2005, San Antonio, TX	January 30, 2005, Santa Rosa Hospital	Hector Olivares Janie Bryant	Robyn Bryant	<i>Maggie Harold, RN</i>		Emergency baptism. Rites supplied, 7/10/2005 at St. Matthew, Jourdanton, TX.

**K.10 Person Received into Full Communion**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Fuller, William	10/30/1980 San Angelo, TX	February 3, 1981 Anglican Church of the Good Shepherd, San Angelo, TX POF April 7, 2011 SFC, San Ant TX	Robert Fuller Sabrina Martinez	Charles Synder Josephine Fuller POF: Richard Lopez	<i>Rev. William Roberts</i>	FHC & Confirmation 4/7/2011 San Fernando Cathedral, Archbishop Garcia-Siller	

**K.11 Child Received into the Church Through Parents Reception into Full Communion —Prior to Age of Reason**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Jones, Michael James	4/4/2008, Fort Worth, TX	July 11, 2009, Holy Trinity Lutheran, Forth Worth, TX	Benjamin Jones Mary Anne Andrews	Jacob Flax Angela Rhodes	<i>Rev. Jose Garcia</i> Rev. Jose Garcia		Received into the Church through parents' POF 4/7/2010 SFC, San Ant, TX

**K.12 Adoption—Original Baptism Record Before Adoption with Updates**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garcia [Cavazos], Juan	9/3/1955, Austin, TX	October 6, 1956	[Jorge Cavazos] [Lucia Longoria] Richard Garcia Ana Ruiz	[Ramon Longoria] [Lupita Salas]	<i>Rev. Richard Palmer</i>		Adopted Case #10239, Bexar Co. San Antonio, TX 5/30/2001

**K.13a Adoption—Original Baptism Record Before Adoption with Updates (Step 1)**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garcia [Cavazos], Juan	9/3/1955, Austin, TX	October 6, 1956	[Jorge Cavazos] [Lucia Longoria] Richard Garcia Ana Ruiz	[Ramon Longoria] [Lupita Salas]	<i>Rev. Richard Palmer</i>		Adopted Case #10239, Bexar Co. San Antonio, TX 5/30/2001

**K.13b Adoption—New Baptism Record in Adopted Parents Parish (Step 2)**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garcia, Juan	9/3/1955, Austin, TX	October 6, 1956, Sacred Heart, Austin, TX	Richard Garcia Ana Ruiz		<i>Rev. Richard Palmer</i>		Original Entry see Sacred Heart, Austin, TX Vol. 5 pg. 15 entry 45.

**L. FIRST EUCHARIST REGISTER ENTRY EXAMPLE**

Baptismal Name	Place and Date of Baptism	Father's Name Mother's Maiden Name	Date/Place of First Communion	Minister
Cadena, Maria Isabel	8/30/1974 San Fernando, San Antonio, TX	Jose Cadena Amelia Lopez	4/18/1981 San Fernando Cathedral, San Antonio, TX	<i>Rev. Bernard Popp</i>

**M. CONFIRMATION REGISTER ENTRY EXAMPLE**

**M.1 Basic Confirmation Entry**

**Date: May 25, 1991 at Our Lady of Guadalupe, San Antonio Administered by Minister – Right Rev. Bishop Bernard Popp**

Baptismal Name and Family Name	Confirmation Name	Age	Place and Date of Baptism	Father's Name Mother's Maiden Name	Sponsors
Cadena, Maria Isabel	Josephine	17	8/30/1974 San Fernando, San Antonio, TX	Jose Cadena Amelia Lopez	Adelina Baez

**M.2 Confirmation with Delegation/Rescript Entry**

Date: May 25, 2019 at Our Lady of Guadalupe, San Antonio      Administered by Minister: **Very Rev. John P. Nolan, VF,**  
**Special Fac., c. 884, §1, May 20, 2019**

Baptismal Name and Family Name	Confirmation Name	Age	Place and Date of Baptism	Father's Name Mother's Maiden Name	Sponsors
Klein, Joseph	St. Thomas Aquinas	17	2/19/2002 St. Mary, Fredricksburg TX	Donald Klein Marie Beckman	Barry Eliens

**N. MARRIAGE RECORD ENTRY EXAMPLES**

**N.1 Basic Marriage Entry**

Contracting Parties	Residence	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Priest	Banns, Dispensations, Remarks
Mitchell, Henry Robert	100 Yale San Antonio, TX 78222	December 16, 2018	9/5/1987, St. Leos, San Antonio, TX	George Mitchell Beth Adams	Michael Ralls	<i>Rev. Marshall Jamison</i>	
Stevens, Marissa	400 W. Pyron San Antonio, TX 78222	St. Anthony de Padua, San Antonio, TX	3/7/1989, Our Lady of Guadalupe, Monterrey, CA	John Stevens Antonia Ralls	Joanne Perkins	Rev. Marshall Jamison	

**N.2 Weddings with a Dispensation from Canonical Form**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Russo, Salvatore	Sept. 2, 1998, Trinity Baptist, San Antonio, TX	September 30, 1964, St. Timothy, San Antonio, TX	Giovanni Russo Marcela Marino	Antonio Bruno	Pastor Jim Baker	<b>Dispensation from canonical form, San Antonio in TX, June 20, 1998.</b>
Johnson, Gertrude		April 7, 1970, First Baptist, Trinity Baptist, San Antonio, TX	Matthew Johnson Marybeth Moore	Lisa Johnson		

### N.3 Convalidation (including an example of delegation)

Contracting Parties	Residence	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Priest	Banns, Dispensations, Remarks
Walker, Eric	100 Blanco Rd San Antonio, TX	January 4, 1969 Our Lady of Mt. Carmel, Bigfoot, TX	3/10/1945, St. Peter the Apostle, Boerne, TX	Robert Walker Josie Hogg	Frank Martinez	Rev. Peter O'Donnell; <b>Delegated by Rev. Antonio Hernandez</b>	<b>Civil marriage on Sept. 2, 1968, San Antonio, TX by Judge Ryan Avila.</b>
Del los Santos, Vanessa	200 Houston St. San Antonio, TX		11/4/ 1948, Sacred Heart, Campbellton, TX	Jerry De los Santos Paloma Barra	Guadalupe Barra		

### N.4 Radical Sanation

Contracting Parties	Residence	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Priest	Banns, Dispensations, Remarks
Perry, Reid	100 Aurora Field San Antonio TX 78222	December 3, 1985 San Antonio, TX	7/21/1958, St. Leo, San Antonio, TX	Michael Perry Rose Leander	Jerry Gomez	Judge Theodore Watkins	<b>Sanated by Bishop of SanAnt in TX, May 6, 2000.</b>
Garza, Maria de los Angeles	100 Keats, San Antonio, TX 78222		5/9/1964, Piedras Negras, Coahuila, MX	Ezequiel Garza Ma. Esther Hernández	Alice Gomez		

## O. DEATH REGISTER ENTRY EXAMPLES

### O.1 Basic Death Entry

Name	Age	Residential Address	Name of Nearest Relative	Date of Death	Sacraments	Attending Priest	Date and Place of Burial	Remarks
Contreras, Florentino	47	5001 W. Woodlawn Ave. San Antonio, TX 78228	Juana Alvarado	March 12, 1941		Rev. M. Nino C.M.F.	March 14, 1941, San Fernando No. 2	Car accident; M.E. Rodriguez Funeral

## O.2 Non-Catholic Burials

Name	Age	Residential Address	Name of Parents, or Wife or Husband	Date of Death	Sacraments	Priest	Date and Place of Burial	Remarks
Contreras, Florentino	47	5001 W. Woodlawn Ave. San Antonio, TX 78228	Wife, Juana Alvarado; 6 daughters, 5 sons	March 12, 1941	Graveside service only	Rev. M. Nino C.M.F.	March 14, 1941 Fort Sam Houston, San Antonio, TX	Lutheran

## O.3 Cremation

Name	Age	Residential Address	Name of Parents, or Wife or Husband	Date of Death	Sacraments	Attending Priest	Date and Place of Burial	Remarks
Contreras, Florentino	47	5001 W. Woodlawn Ave. San Antonio, TX 78228	Wife, Juana Alvarado	March 12, 1941	Funeral mass only	<i>Rev. M. Nino C.M.F.</i>	March 19, 2000	cremation

## P. BAPTISMAL REGISTER NOTIFICATION ENTRY EXAMPLES

### P.1 First Eucharist

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Schnider, Anna Marie	September 4, 1980, Seguin, TX	August 30, 1980	Mark Schnider Hanna Reicher	Joseph Meyers Sarah Reed	<i>Rev. Michael West, OFM</i>  Rev. Michael West, OFM	FHC 4/3/1987, OLG, SATX. -----	



## P.2 Confirmation

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Schnider, Anna Marie	September 4, 1980, Seguin, TX	August 30, 1980	Mark Schnider Hanna Reicher	Joseph Meyers Sarah Reed	<i>Rev. Michael West, OFM</i>  Rev. Michael West, OFM	FHC 4/3/1987, OLG, SATX.  ----- <b>4/28/1995, Our Lady of Guadalupe, San Antonio, TX by Abp. Patrick Flores</b>	

## P.3 Marriage

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garza, Robert	April 23, 1922, San Antonio, TX	September 5, 1924	Roberto Garza Elena Palacios	Pablo Ruiz Margarita Palacios	<i>Rev. Michael West, OFM</i>  Rev. Michael West, OFM	4/21/1939, Our Lady of Guadalupe, San Antonio, TX by Abp. Drossaerts	<b>Married Rosemary Fernandez, 9/19/1942, St. Joseph, Del Rio, TX</b>

## P.4 Radical Sanation

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
[Jacobs] Janek, Anna Louise	August 28, 1960, San Antonio, TX	October 3, 1960	Michael Janek Patricia McAllen	Edward Janek Joanna McAllen	<i>Rev. Joseph Nowak</i>  Rev. Joseph Nowak	FHC 4/5/1967 at 4/15/1975, St. James the Apostle, SanAnt, TX	<b>Civil Marriage to Todd Meyers, 8/2/1988 by Jdg. A. Rivas, Bexar Co, TX, Sanated by Archbishop of San Ant in TX #00-0012, 1/15/2000.</b>

## P.5 Declaration of Nullity of Marriage

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garza, Robert	April 23, 1922, San Antonio, TX	September 5, 1924	Roberto Garza Elena Palacios	Pablo Ruiz Margarita Palacios	Rev. Michael West, OFM	4/28/1939, Our Lady of Guadalupe, San Antonio, TX	Married Lupita Arnold, 9/19/1942, St. Joseph, Nixon, TX. <b>Declared invalid, San Antonio in TX, #56-007, 7/23/1956</b>

**P.6 Vetitum (Restriction on Future Marriage)**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Garza, Robert	April 23, 1922, San Antonio, TX	September 5, 1924	Roberto Garza Elena Palacios	Pablo Ruiz Margarita Palacios	<i>Rev. Michael West, OFM</i> Rev. Michael West, OFM	4/28/1939, Our Lady of Guadalupe, San Antonio, TX	Married Lupita Arnold, 9/19/1942, St. Joseph, Nixon, TX. <b>Nullity, San Antonio in TX, #56-007, 7/23/1956. Consult Tribunal to lift the Vetitum.</b>

**P.7 Reception of Holy Orders**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Trejo, Antonio	July 1, 1929, Uvalde, TX	August 3, 1930	John Berkshire	Matthew Berkshire  Anna Jacobs	<i>Rev. Carter Orwell</i>	5/10/1943 St. Michael, San Antonio, TX by Abp. Lucey	<b>Transitional Diaconate, San Antonio in TX, 6/1/1984; Priesthood, San Antonio in TX, 7/1/1988; Episcopacy, San Antonio, TX 6/1/2013</b>

**P.8 Perpetual Profession in Religious Institute**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Hawkins, Ellen Bea	October 5, 1960, San Antonio, TX	September 28, 1961	Peter Edwin Hawkins Amanda Luz Morales	Joseph Morales Cindy Lou Hawkins	<i>Rev. Mark Jacobs, SJ</i>  Rev. Mark Jacobs, SJ	5/2/1974, Our Lady of Guadalupe, San Antonio, TX by Abp. Furey	<b>Solemn vows, Congregation of Divine Providence, San Antonio, TX, 6/1/1990.</b>

**P.9 Dispensation from Holy Orders**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Doe, John	May 1, 1958, Gonzales, TX	July 5, 1960	Peter Doe Susan Reid	Evan Doe Sarah Reid	<i>Rev. Theodore Edwards</i>	2/28/1972, Sts. Peter and Paul, New Braunfels, TX	Diaconate, San Ant in TX, 6/1/1984. Priesthood, San Ant in TX, 7/1/1988. <b>Dispensation from sacerdoatali coelibatu and loss of clerical status, #1687/01/S, 1/1/2005</b>

**P.10 Dispensation from Vows**

Name	Place & Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date/Place of Confirmation	Notations
Ruiz, Miguel	August 10, 1970, San Antonio, TX	July 5, 1971	Manuel Ruiz Marta Garza	Antonio Reyes Elena Ruiz	<i>Rev. James Thornton</i>	May 3, 1984, St. Philip of Jesus, San Antonio, TX	Solemn vows, Order of Friars Minor, St. Louis, MO, 6/1/1988. <b>Dispensation from solemn vows, #3657, 1/1/2015.</b>

**Q. MARRIAGE REGISTER NOTATION ENTRY EXAMPLES**

**Q.1 Disparity of Cult**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Cervantes, Alonso	April 25, 1980, Immaculate Heart of Mary, San Antonio, TX	Not Baptized	Alfredo Cervantes Evita Morales	Guadalupe Morales	<i>Rev. Kevin Zuniga</i>	<b>Dispensation from disparity of Cult, San Antonio in TX, 1/3/1/1980.</b>
Alvarez, Felicia		June 25, 1959, Blessed Sacrament, San Antonio, TX	Roberto Alvarez Isabel Perez	Esmeralda Flores	Rev. Kevin Zuniga	

**Q.2 Mixed Religion**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Jacobson, Michael	March 18, 1978, Vietnamese Martyrs, San Antonio, TX	July 12, 1956, Anglican, All Saints Anglican Church, San Antonio, TX	Todd Jacobson Alicia Luciano	Matteo Luciano	<i>Rev. Dihn Chi Hung</i>	<b>Permission Mixed religion, San Antonio in TX, 1/3/1990.</b>
Nguyen Cam Sarah		April 7, 1960, Vietnamese Martyrs, San Antonio, TX	Nguyen Van Sang Pham HoaTan	Nguyen Duc Thomas	Rev. Dihn Chi Hung	

**Q.3 Declaration of Nullity of Marriage**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Finch, Todd Henry	October 22, 1960, St. Helena, Karnes City, TX	June 30, 1937, St. John the Evangelist, Hondo, TX	Peter Finch Martha Rogers	Jim Fairfield	<i>Rev. Jose Castro</i>	<b>Declaration of Nullity, San Antonio in TX, #69-789, 4/6/1972.</b>
Cruz, Roberta		April 7, 1940, Our Lady of Guadalupe, Carrizo Springs, TX	Wilfredo Cruz Patricia Gomez	Cristina Rocha		

**Q.4 Special Marriage Cases (Pauline Privilege, Favor of the Faith, Ratum et Non-Consumatum)**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Finch, Todd Henry	October 22, 1960, St. Helena, Karnes City, TX	June 30, 1937, St. John the Evangelist, Hondo, TX	Peter Finch Martha Rogers	Jim Fairfield	Rev. Jose Castro	<b>Dissolution of marriage, San Antonio in TX, #69-789, 4/6/1972.</b>
Cruz, Roberta		April 7, 1940, Our Lady of Guadalupe, Carrizo Springs, TX	Wilfredo Cruz Patricia Gomez	Cristina Rocha		

**Q.5 Vetitum/Monitum (Restriction on Future Marriage)**

Contracting Parties	Date & Place of Marriage	Date & Place of Baptism	Parents	Witnesses	Minister	Banns, Dispensations, Remarks
Kim, Josh	May 24, 2016, St. Boniface, Hobson, TX	February 1, 1982, St. Margaret Mary, San Antonio, TX	Kim Andrew Lee Eun-Kyung	Kim Ji-tae	Rev. Carl Roberts	<b>Nullity, San Antonio in TX, #22-83, 5/28/2019. Consult Tribunal about monitum.</b>
Emerson, Lynn		October 11, 1980, St. Boniface, Hobson, TX	Ray Emerson Crystal Fischer	Ruby Fischer		

## 27 GLOSSARY

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**Baptism:** The “gate to the sacraments” and, therefore, the first of the sacraments of initiation. It is the means by which one is reborn in Christ, freed from sin, and incorporated in the Church through water and Holy Spirit (c. 849).

**Canonical Form:** The means of celebrating marriage in the Catholic Church by which a man and woman exchange their consent according to the prescribed ritual, before two witnesses, in the presence of the competent minister of the Catholic Church (c. 1108).

**Catechumen:** A non-baptized person who has “manifested a willingness to embrace faith in Christ,” and who, therefore, prepares through suitable instruction and liturgical rites to celebrate the sacraments of initiation in the Church (c. 788).

**Catechumenate:** The process by which the non-baptized are called to the preparation for and the celebration of the sacraments of initiation. One is formally admitted to the catechumenate after a period of inquiry and according to the prescribed rite of acceptance into the Order of Catechumens.

**Conditional Baptism:** Baptism celebrated “if there is a doubt whether one has been baptized or whether baptism was validity conferred” (c. 869).

**Confirmation:** One of the sacraments of initiation by means of which the baptized Christian is “enriched by the gift of the Holy Spirit and bound more perfectly to the Church, and through it the person is strengthened to witness to Christ” (c.879).

**Convalidation:** A legal remedy by which the original consent of a man and a woman, invalid in some way, is subsequently made valid either through a) renewal of consent in canonical form (simple convalidation), b) radical sanation (c.1156-1165)

**Declaration/Decree of Nullity:** The declaration by a tribunal of the Catholic Church which, after the completion of the prescribed process, affirms that the consent given in the marriage in question was in fact invalid.

**Delegation:** The means by which the faculty to govern or perform judicial acts is granted to a qualified person by someone who has the power by virtue of his office. In the context of this document delegation refers to the act by which power to witness a marriage is given to a specific person (c. 1111-1114).

**Disparity of Cult:** An impediment to contracting a valid marriage in the Church which arises because one of the parties is not baptized (c. 1086).

**Dissolution:** The means by which the Church through one of its tribunals dissolves a valid bond of marriage for a just cause. There are usually only three causes considered: A marriage

never consummated (c. 1142); when one of two non-baptized parties to a marriage wishes to be baptized in the Catholic Church and the other party departs (c. 1143-1147)

**Express Permission:** Required of the competent authority for the licit celebration of marriage between Catholic and baptized Christian not in full communion with the Catholic Church (c. 1124).

**First Communion/First Eucharist:** One of the sacraments of initiation by which a baptized person participates for the first time in the Eucharistic Sacrifice (c. 897) Eucharistic Banquet (c. 899).

**Holy Orders/Ordination:** By divine institution, the sacrament of orders established some among the Christian faithful as sacred ministers through an indelible character which marks them. They are consecrated and designated, each according to his grade, to nourish the people of God, fulfilling in the person of Christ the Head the functions of teaching, sanctifying, and governing. (c. 1008).

**Lack of Form/Defect of Form:** The terms used to describe a marriage which, when so required, failed to follow the prescribed canonical form for its valid celebration. When a petitioner submits documentary proof and other required information, a tribunal can issue a Declaration of Freedom to Marry.

**Marriage:** The sacrament by which a man and a woman “establish between themselves a partnership of the whole of life” through consent that is freely given (c. 1055; 1057).

**Mixed Religion:** The term employed by the Catholic Church to describe the union established between a Catholic and a baptized non-Catholic (c. 1124).

**Professed Religious/Vowed Religious:** A man or woman who is incorporated into a religious institute by means of public vows, which oblige the observance of the evangelical counsels of poverty, chastity, and obedience (c. 654).

**Profession of Faith:** *See Reception into Full Communion*

**Radical Sanation:** A means by which competent ecclesiastical authority renders an invalid marriage valid without the renewal of consent. Through this process the marriage consent is made valid from the time it was given, the impediment that had made the consent invalid is dispensed, and all canonical effects of a valid marriage are applied retroactively to the beginning of the union. The presumption is that the consent given from the start is still enduring (c. 1161)

**Reception in Full Communion:** Usually, the means by which an already baptized person affirms through a credal formula the truth of the Catholic Church (use for term “profession of faith”).

**RCIA:** Rite of Christian Initiation of Adults. The process by which an adult is received into the Catholic Church, usually through reception of the three sacraments: baptism, confirmation, and Eucharist.

**Rescript:** “An administrative act issued in writing by competent executive authority by which through its very nature a privilege, dispensation, or other favor is granted in response to someone’s request” (c.59). An example of this is permission for a priest to be returned to the lay state.

**Rites Supplied:** The completion of baptism – usually in the parish church – for infants already baptized when in danger of death.

## GLOSSARY OF LATIN TERMS

<i>Adnotatio</i>	Notation or remark
<i>Adoptio</i>	Adoption
<i>Confirmatio recepta</i>	Confirmation received
<i>Convalidatio matrimonii</i>	Convalidation of marriage
<i>Declaratio nullitatis concessa</i>	Declaration of nullity granted
<i>Defunctus</i>	Deceased
<i>Delegatus</i>	Delegate, delegated
<i>Diaconatus</i>	Diaconate
<i>Dispensatio a M.R. et ad cautelama D. C.</i>	Dispensation from Mixed Religion and, to be careful, also from Disparity of Cult
<i>Dipsensatio a tribus bannis</i>	Dispensation from the three banns
<i>Dipsensatio consanguinitatis</i>	Dispensation from Consanguinity
<i>Dispensatio affinitatis</i>	Dispensation from Affinity
<i>Extra matr. Natus</i>	Born out of wedlock
<i>Fil. Illegit.</i>	“Illegitimate” child
<i>Impedimentum</i>	Impediment
<i>Infans</i>	Child
<i>Liber infirmorum</i>	Book of the Sick
<i>Matrimonium contraxit cum</i>	Contracted marriage with _____
<i>Pater ignotus</i>	Father unknown
<i>Patrini</i>	Sponsors (Godparents)
<i>Patrinus</i>	Sponsor (Godfather)
<i>Presbyteratus</i>	Priesthood (Presbyterate)
<i>Presbyter</i>	Priest
<i>Procurator</i>	Proxy
<i>Professio Solemnis</i>	Solemn profession (in a religious order of men or women)
<i>Prohibitio</i>	Prohibition
<i>Proles</i>	Child, children (offspring)
<i>Sacerdos</i>	Priest



<i>Sacer ordo Presbyteratus receptus</i>	Sacred	Order of Priesthood received
<i>Sacer ordo Subdiaconatus receptus</i>	Sacred	Order of Subdiaconate received
<i>Testes</i>		Witnesses
<i>Testis</i>		Witness
<i>Validatio matrimonii</i>		Convalidation of Marriage
<i>Ritus Suppleti</i>		Rites Supplied