

## AUTHORIZATION FOR RELEASE OF INFORMATION FROM SACRAMENTAL RECORDS

Please **NOTE**: The Diocese of Baton Rouge Archives Department can only provide certificates for sacramental records physically located at the Diocesan Archives and Records Center. Please contact the Archives Department first to see if the sacramental record you are interested in is in our collection. You will need to contact the individual Church Parish the sacrament occurred at if the record is not in our possession.

Date Request Submitted: \_\_\_\_\_

CHURCH PARISH IN WHICH SACRAMENT/EVENT TOOK PLACE: \_\_\_\_\_

NAME OF SACRAMENT/EVENT (check one):  BAPTISM  MARRIAGE  OTHER \_\_\_\_\_

NAME AT TIME OF SACRAMENT: \_\_\_\_\_

APPROXIMATE DATE OF SACRAMENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FULL NAMES OF BOTH PARENTS  
(include mother's maiden name): \_\_\_\_\_

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REQUESTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*I agree to hold harmless the Diocese of Baton Rouge, the Roman Catholic Church, its subordinate Parishes, Bishops, clergy, and their successors in office, the aforesaid parish and all other persons and institutions connected with them from any liability for releasing this information pursuant to my request.*

**SIGNATURE OF AUTHORIZATION:** \_\_\_\_\_

\*Note: The person authorizing release must be the person named in the record, the parent of a minor child, or the spouse or adult child if the person is deceased. Anyone else must show proof of power-of-attorney.

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RETURN THIS FORM ALONG WITH A COPY OF PHOTO IDENTIFICATION TO:

Diocese of Baton Rouge  
Department of Archives  
P. O. Box 2028  
Baton Rouge, LA 70821-2028  
USA

*Updated June 2020*