

# Application for baptism certificate

*This form is designed to make it easy for you to request a baptism certificate for your child. Fill it in and send it to the church where your child was baptised. If you are not sure at which church your child was baptised, send one of these forms to every one of the churches where the baptism might have taken place. Remember to enclose a stamped addressed envelope. It is the custom to enclose a donation as well (though if you are on benefit and in financial difficulty the parish would not expect you to make a donation).*

*When a line starts with a \* please cross out anything that does not apply*

Dear Father,

I believe my child

\* was baptised at your church.

\* may have been baptised at your church.

Please search the registers using the information I have given below, and send me a baptism certificate if you find an entry relating to my child. If you do not find an entry, please tell me.

Thank you.

*These questions are to help the parish staff to find the right entry in the baptismal register, and to establish that you have the right to apply for the certificate (by asking things that you would know, but a stranger usually wouldn't).*

Child's full name at the time of baptism
Child's date of birth
Date of baptism (or range of dates if you are not sure)
Father's full name
Mother's full name and maiden name

*This declaration gives the church the authority to post the certificate using the envelope you have sent them (remember to enclose it!).*

I am the * mother/father/legal guardian of the person named above who is under 18 years old and I enclose a donation and apply for a baptism certificate. Please send it to me in the envelope I have enclosed.
Sign here:
Date:
Name:
Phone number:

**Checklist**  
*Form filled in and signed?  
Donation enclosed?  
Stamped addressed envelope enclosed?*