



Archdiocese of Santa Fe
Office of Historic-Artistic Patrimony & Archives
Sacramental Record Search Request form

CLOSED Parish Sacramental Record Search
Re-Issuance fee \$10

(Check or money order made payable to the Archdiocese of Santa Fe).

For individuals needing re-issued certificates from closed parishes

Requester Name (please print) _____

Home Mailing Address _____

Phone Number _____

Description of research usage: _____

Purpose of Research **Sacramental Purposes** **Personal Use** **Other (legal etc.)**

Archival Sacramental Search (Select One) **Baptism** **Marriage** **Death**
 First Communion **Confirmation**

Name of Individual _____

Date of Birth _____ **Date of Marriage** _____ **Date of Death** _____

Date of First Communion _____ **Confirmation** _____

Name of Parents (Father and Mother) _____

Name of Spouse _____

Parish/Town family resided at time of Sacrament _____

Other town's family may have resided _____

Researcher: I agree to observe the procedures listed on the reverse side. I understand that I need the permission of the Archdiocese of Santa Fe (ASF) to publish, reproduce and/or make public any material found in the collections of the Archdiocese of Santa Fe. I understand that if I publish, reproduce and/or make public any material from the ASF collections, I assume sole responsibility for any infringement of the literary rights, copyrights, or other rights which may pertain to this material, and I assume sole responsibility for the publication or other public use of any potentially libelous or injurious statements and/or comments.

Signature _____ **Date** _____

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1. Please fill in the application on the reverse side and submit completed form to the Archdiocesan Archives *office via regular mail to ASF Archives, 223 Cathedral Place, Santa Fe, NM 87501 include the \$10 re-issuance fee (check or money order made payable to the Archdiocese of Santa Fe) and a copy of your photo identification card as well.*
2. Record search requests are limited to one record and a two-hour search.
3. Please keep in mind the request is for a *one record search* and basic information is required to conduct sacramental record searches such as name of individual, place (*town/city*), date (\pm) 5 years, etc. Names of parents and/ or sponsors (godparents). *Archdiocesan records are not broken down by county*; you will need the name of a specific town/city. Indicate in Albuquerque the section where the record took place, if it is the NE, NW, etc.
4. The Archdiocese of Santa Fe Archives office *does not* conduct extensive sacramental record searches for genealogical family research. Therefore, we recommend using microfilm available at various NM educational institutions and libraries.
5. Access to some material from the collections of the Archdiocese of Santa Fe may be restricted. In general, restricted materials from programs or projects of the Archdiocese of Santa Fe are restricted for a fifty-year period. Request for access to restricted material should be made in writing and will be reviewed by the Archdiocese of Santa Fe. Permission to access restricted material will be given or denied at the discretion of the Archivist, Chancellor, and/or Archbishop.
6. Request to reproduce or publish information obtained from the collections of the Archdiocese of Santa Fe must be made in writing to the Archivist and any additional necessary sources. It is the researcher's responsibility to be aware of the laws of literary property rights, libel, privacy, trademark, and copyright. Citations for material used from the collection of the Archdiocese of Santa Fe should be cited as "*From the Collections of the Archdiocese of Santa Fe.*"
7. Researchers are asked to donate to the Archdiocese of Santa Fe Archives one copy of published work based on or using materials from the Collections of the Archdiocese of Santa Fe.

Collections to be consulted (*Archival staff only*)
