

>Steps for Changing Sacramental Records (19 November 1997; Fr. Kevin McCoy)

[Approved by Canonists and Chancellor of the Diocese of Sioux City, 23 January 1992 and updated 14 August 1995 and 18 November 1997]

To correct NAME(S): Mail or take to the pastor of the church in which the sacrament was received—or in the case of a closed parish—to the church now in possession of the Sacramental Registers of that closed parish:

1. Printed—or, preferably, typed—the way it is incorrectly entered AND the correct name(s) and spelling. If the incorrect “name” is, in fact, a place, date, or other information given on the record, the procedure is basically the same. See also “To correct DATE(S).”
2. An accepted official identification—passport or driver’s license, for instance—or, in the case of mail, a photocopy of it.
3. When it is a case of one receiving the Sacrament or of the parent’s having been known by a certain name in their country of origin, but for some reason by a different name in this country, indicated by the original name, plus a.k.a. (also known as) OR note the variations of spelling in paragraph or list form.
4. If this is taken care of by mail, rather than in person, the document must be signed by the person making the request for change AND that name also typed or printed.

To correct DATE(S): Mail or take to the pastor of the church in which the sacrament was received—or in the case of a closed parish—to the church now in possession of the Sacramental Registers of that closed parish:

1. Printed—or, preferably, typed—the way it is incorrectly entered AND the correct date.
2. If the error is for the date of birth, include a copy of the Birth Certificate for the person.
3. If the error is for the date the Sacrament was administered, include some proof of the correct date; for instance, pictures taken which have date imprinted, reservations or tickets; diaries, etc.; sometimes a “perpetual calendar” indicating day of the week can help establish proof. Parish Bulletins are other sources for dates for some Sacraments.
 - i. Note: In the Sacramental Register a Notation of Correction is made; the original writing may not be changed in any way. On the Certificate—Baptism, First Communion, Confirmation, or Matrimony—the correct information may be filled in on all the blanks and a notation made on the back of the certificate: “Information has been corrected for date of birth from (Write incorrect date) as indicated in the Register.” And/or “Information has been corrected for reception of Sacrament from (Write incorrect information) as indicated in the Register.”