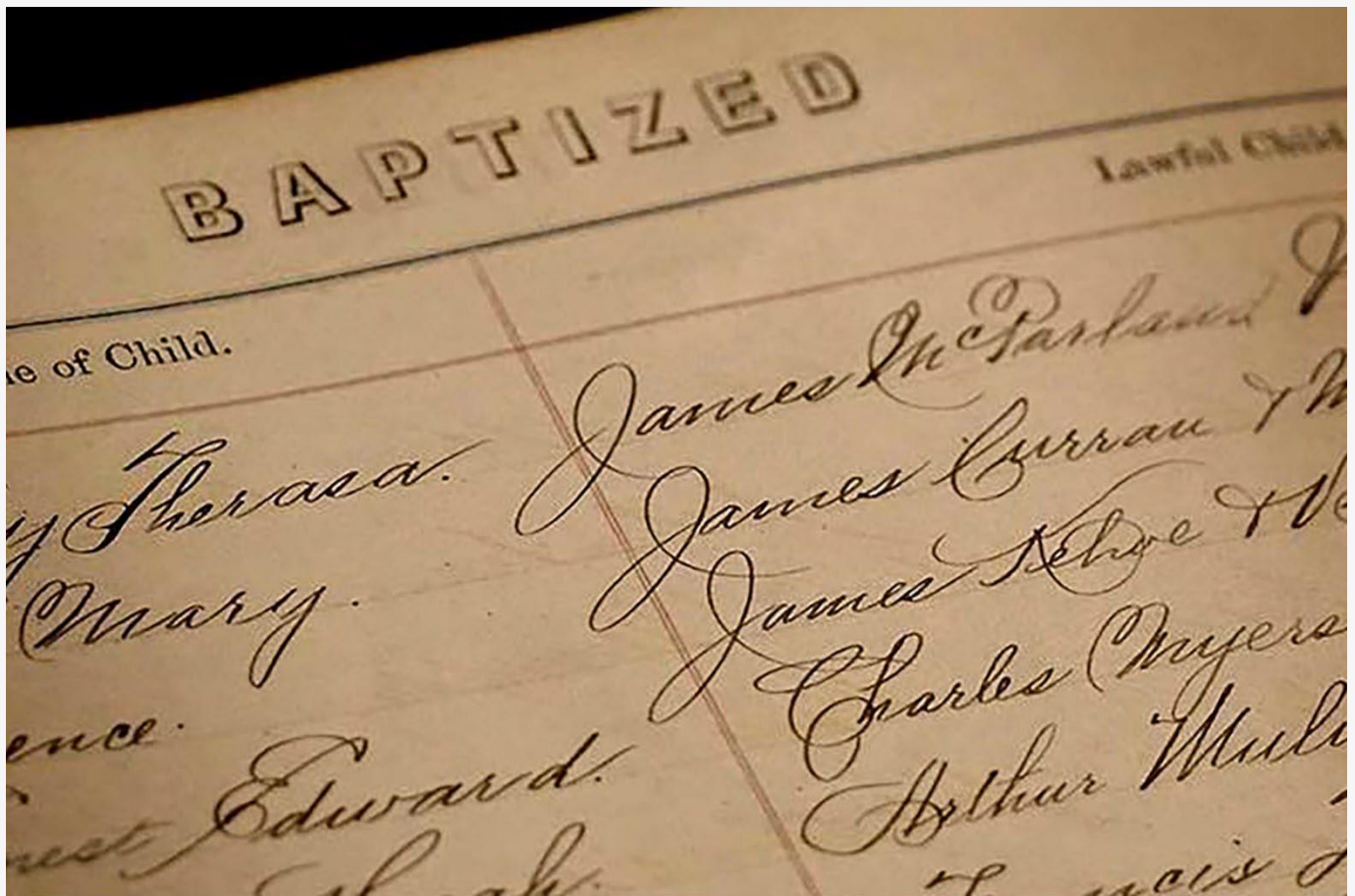


SACRAMENTAL RECORD KEEPING

Best Practices for Parishes



Diocese of Grand Island
First Edition 2024

INTRODUCTION

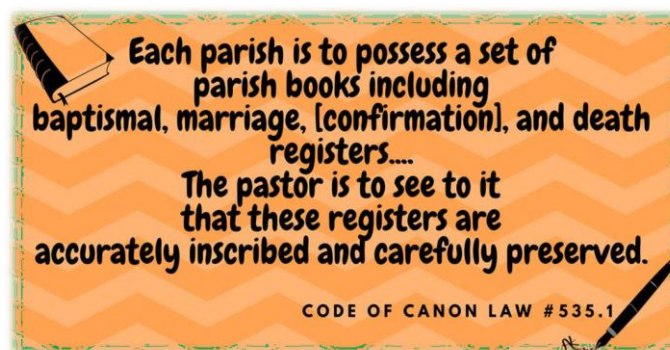
The powerful presence of God's grace in our lives as individuals and communities is traced through Sacramental records. These records are the footprints of a journey with Christ that tells the story of a local church and specific territory as it matures and grows. The registers of baptism, confirmation, marriage, and death are important sources for understanding our historical identity in the Diocese of Grand Island. They are invaluable records of the people and clergy who made up a parish and the Diocese at any time.

The Christian faithful have the right to expect accurate, well-preserved sacramental records. Thus, all those responsible for creating and maintaining sacramental records, especially the pastors of parishes, should exercise great care in fulfilling their responsibilities.

The Sacramental Records Handbook: Best Practices for Parishes for the Diocese of Grand Island is intended to assist pastors and other parish personnel with their obligation to maintain and preserve the sacramental records carefully. It is hoped that this handbook will establish uniformity for the creation, maintenance, storage, and preservation of permanent records pertaining to the sacramental life of the faithful in the Diocese of Grand Island.

The importance of maintaining accurate, legible, and up-to-date sacramental records, as well as the prompt notification and recording of Notations/Remarks to sacramental records, cannot be overstated.

While this handbook is not promulgated as a particular law for this diocese, its provisions should be observed as a common custom. Naturally, the dictates of canon law and federal and state law always apply. This Handbook may not cover every complexity of sacramental record keeping, nor does it address liturgical issues. Sometimes the answer to a question will require looking in more than one place in the Handbook. Occasionally when questionable situations arise, consultation with the Judicial Vicar and/or Chancellor will be required.



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Sacramental Record Keeping: Best Practices for Parishes

Sacramental Registers

Canon 535 requires each parish to maintain sacramental registers for baptismal, marriage, and death registers as well as other registers recommended in Diocesan Policy and the United States Conference of Bishops. The best practice is that each parish maintain the following registers:

- Baptism
- First communion registers (optional-Parish Discretion)
- Confirmation (optional-Bishop Discretion)
- Catechumens
- Book of the Elect (Diocesan held)
- Reception into Full Communion
- Marriage
- Sick Calls (optional)
- Death

With the promulgation of the Rite of Christian Initiation of Adults in the United States, the creation and maintenance of new sacramental registers relating to Catechumens and Candidates [the Book of the Elect and the Reception into Full Communion Registers (RCIA 46, 118, 486)] are required.

Any event that affects a person's canonical status is always recorded/cross-referenced in the baptismal register (c. 535, §2). The pastor/deacon/or administrator is responsible for ensuring these registers are accurately kept and carefully preserved. A pastor/deacon/administrator who also has charge of a mission church must maintain a separate set of sacramental records for that church. The pastor/deacon/administrator may delegate these records' day-to-day administration to a parish secretary. If the pastor or priest administering a sacrament does not personally make entries in the registers, the records shall at least be certified by his signature. Parishes must have a raised seal and use it on all certificates (c. 535, §3).

Sacramental records may be duplicated on computers. However, a complete record must always be maintained in the book registers, which are never to be destroyed or discarded. ***The registers are considered the only authentic copy of sacramental records.***

Entries in Register

Entries should be made as soon as possible after the event and should be legibly **PRINTED**, not written in cursive (c. 877, §1). The territory of the parish usually determines the Proper parish for recording a sacrament and death.

Entries should be made in chronological order. If not, cross-reference them from the proper location and index them in the proper location. For example, this could occur when Canon 876 (one witness) is utilized to create an entry after the event occurs but was not recorded.

Preliminary Information

Confidentiality

Care must be taken to protect people's privacy. Although sacramental registers contain information about public events and other facts readily known to any interested party, information collected in registers is private (c. 220 right to privacy).

Direct access to Sacramental registers is claimed only by the pastor/administrator (if applicable) and his delegate. Parish registers are not public registers. Certificates are public ecclesiastical documents (c. 1540, §1) signed by a parish official (i.e., the pastor or his delegate). Generally, a sacramental register should not be made available to anyone not authorized, including a genealogical researcher.

If a person is seeking their own record or has a legitimate reason to request family records [i.e., a parent of a minor, or a child seeking records of an infirm or incapacitated parent—legal proof of guardianship or executor status required—, or another Diocese]. The pastor or authorized parish personnel shall examine the registers and issue the required information, which will be mailed directly to the person, parish, or diocese office.

If the child's parents are divorced, either parent may request the certificate. If the child is adopted, only the adoptive parents have a right to the adopted child's certificate. A former or current spouse and other relatives may not obtain a certificate for another party. If the person is not known to parish personnel, a signed request with proof of identification (picture ID) should be requested (example page 46). If the request is in writing, it must be signed and include the name of parents, date of birth, and other pertinent information so that there is no doubt that the person requesting the information is entitled to receive it.

Parish record books must remain on the parish premises and be maintained securely. The registers must be kept in a protected place, and an inventory of the registers is also to be created (c.535§4).

Register Format

Each parish register should be inscribed with the parish's name, indicating which sacrament is being recorded, the beginning date, the ending date, and the volume number. All registers should also include an index of names. It is also advisable that the register be inscribed with the following: "UNLESS OTHERWISE NOTED, SACRAMENTS ARE ADMINISTERED ACCORDING TO THE RITE OF THE ROMAN CATHOLIC CHURCH." This is important if you have Eastern Rites Catholics that are part of the parish community.

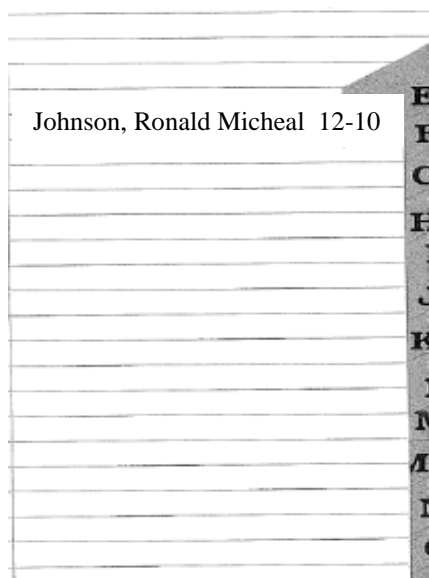
Under no circumstances should any documents be paper-clipped, stapled, taped, or glued to the pages of the register. Loose documents should not be stored with or within the register book. A "Sacramental Records File" should be kept for each volume of the Baptismal Register. The "Sacramental Records File" should be kept in the parish archives. The files are to correspond to the appropriate register and include the name of the individual(s) and the page and register entry number on which to find the record. The file should be referred to in the Notations/Remarks of the register entry.

You are creating enduring sacramental and historical records. It is recommended that black, acid-free, waterproof, fade-proof ink (e.g., Micron fine-liner pens) be used and the pages in the register be acid-free (this is a given if you order from a supplier). Leaving a blank space between each entry is also recommended for ease of reading. Remember that you are creating a sacramental history of someone's life.

Example: Blank space between entries

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
09	JOHNSON Ronald Michael	Grand Island, NE July 01, 1996	Saint Leo Grand Island, NE August 30, 1996	JOHNSON, Marvin WELLS, Mary	JONES, Mark PICKLE, IRENE	Rev. Donald Buhrman	April 13, 2010 Saint Leo Grand Island, NE	Married Marie Keller June 28, 2023 Saint Leo Grand Island, NE
10	JONES, Ralph	Grand Island, NE October 23, 1996	Saint Leo Grand Island, NE December 06, 1996	JONES, Roger WINGER, Breanna	WINGER, Martin CALLS, Carol	Rev. Donald Buhrman		

Each register is to include a complete index arranged alphabetically by last name. The index may contain cross-references to other registers and appropriate Notations/Remarks. In the example below the baptized name appears by last name with a reference to the page and line of the entry.

**Notations/Remarks**

The “Notations/Remarks” column will have many different references throughout the register and should be brief to leave room for future references. This is the very reason it is wise to skip lines between entries. That way, you have room should you need it.

Specific entries or Notations/Remarks to sacramental records require legal documents to be permanently kept (e.g., adoption documentation, gender reassignment surgery, name change, etc.). These documents should be placed in the “Sacramental Records File” mentioned previously. In the Register, a notation referring to the “Sacramental Records File” should be made (see the example on the following page).

In 2003, Cardinal Joseph Ratzinger provided this direction to the USCCB:

A change to the person's gender should be made in the Notations/Remarks column. Persons requesting changes to baptismal records due to Gender Identity Disorder, Intersex, etc., require the collection of sensitive information.

Example: Sexual Reassignment Due to Congenital Intersex Condition and Gender Identity Disorder

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
37	GNEWUCH Patrick John	Omaha, NE September 15, 1977	Resurrection October 30, 1977	GNEWUCH, Jay POVICH, Sabina	O'KEEFE Timothy O'KEEFE Amanda	Rev. Vijumon Thomas Choorackal, S.D.B.		Sexual reassignment has occurred due to a congenital intersex condition, now to be referred to as "Patricia Maria Gnewuch"-See Sacramental Records File Vol. 5
38	MILLER, Paul Daniel	Grand Island, NE December 02, 1998	Resurrection January 05, 1999	NEUMANN, David RONKO Elaine	O'TOOLE, Steve NEWMAN Sarah	Rev. Vijumon Thomas Choorackal, S.D.B.	April 04, 2012 Resurrection	Sexual reassignment has occurred due to gender identity disorder (GID); per birth certificate, now refers to himself as "Christine Diane Miller-See Sacramental Records File Vol. 5

Binding

If the original binding and/ or register cover is in disrepair, the parish must locate archival restoration services to repair the register. The binding should NOT be repaired using any non-archival materials, even so-called 'mending tape,' if it is not of archival quality. Contact the Chancery for reputable restoration services. **Only photocopy the pages of the registers when require. Pressing the volume down on the photocopier weakens the binding.**

Example: Water Damage/ Humidity



Storage

It is recommended that registers be stored in a fireproof filing cabinet in the upper drawers to ensure protection from water damage. If a fireproof filing cabinet is unavailable, you could use a steel shelf at least three feet above the floor. The registers should be stored in a dark area—not a basement because of adverse effects of humidity and potential water danger—and registers should have limited exposure to sunlight or fluorescent light without a UV filtering tube. Ideally, the registers will be stored at a constant temperature of 69 degrees and 45% humidity. For every ten-degree increase in temperature, the useful life of the paper stored there is cut in half. High humidity can cause the paper to chemically break down and promote the growth of mold and mildew; low humidity can cause the paper to become brittle; the first warning sign of this is discoloring along the edges. The ideal condition in the parish will have heating, air conditioning, and a humidifier/dehumidifier. Registers should also be stored standing up. If the registers cannot be stored standing up, they should be laid flat on a shelf with no more than three volumes stacked upon one another, or they may be stored on their spine and not on the edge opposite of the spine. Ideally, the area where the registers are accessed should be free from food or beverages, clean, flat, and large enough to support the volumes.

Examples: Sacramental Records Storage




Parish sacramental registers are valuable assets for individuals, the parish, and the Church. Therefore, they should be attended to carefully and preserved diligently. Parish registers are the parish's property and should never leave the parish premises, except in the case of emergency or if mandated by the Diocesan Bishop. The loss or destruction of any sacramental register should be reported to the Judicial Vicar and/or Chancellor.

Changes to the Register

Corrections

Minor changes (i.e., misspellings) may be made directly to the original entry. Typically, a public document is referenced. Such entries are to be made by drawing a straight, single, or double line through the incorrect word, number, or letter to be changed and printing the change immediately above or below the entry. A notation should also be made with the date and signature of the person authorizing the change. Those authorized to request a certificate can also request a minor change due to an error.

Example: Minor Change

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
27	KIESWETTER Linda Mary Marie	Grand Island, NE Sept. 03, 1960	Sts. Peter and Paul St. Paul, NE November 15, 1960	KIESWETTER Daniel LARSON, Christine	LARSON, BROCK LARSON, LISA	Rev. Vincent Parsons	January 15, 1974 Sts. Peter and Paul	Birth Certificate used for name correction-see Sacramental Records File Vol. 2 January 15, 1974 

Major changes, like recording an adoption after baptism, may require a new entry to be created. The original information should be reproduced (except the relevant change) with a cross-reference to the original entry. The words "DO NOT ISSUE CERTIFICATE FROM THIS RECORD" should be printed carefully across the face of the original entry. Place the new entry number in the index. Notations/Remarks are to be made along with the date and signature of the person authorizing the emendation. Copies of the documents giving evidence to the change are to be kept in the permanent files of the parish archives, and cross- references placed in the Notations/Remarks of the entry and on the file. The date and name of the person making the change should be added, like with the example for a minor change.

Example: Major Change-New Entry

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
61	McDONALD Catherine Ann	Grand Island, NE January 07, 1969	St. Mary Cathedral Grand Island, NE February 14, 1969	McDONALD Robert KRZYWIECZ Jedwiga	(see notation) KASS, John Paul KASS, Josephine	Rev. Jorge Canela	March 30, 1984 St. Mary Cathedral	See Kass, pg. 43; legally adopted and name changed Feb. 2, 1972. Allegheny Co.;
NO MENTION OF ADOPTION OR SPONSORS IS TO BE MADE ON FUTURE CERTIFICATE								

Corresponding to the entry with a major change, the original entry should state the following in the Notations/Remarks, “DO NOT ISSUE CERTIFICATE FROM THIS RECORD. Then note the new entry name and page (i.e., see McDonald, pg. 45). Fixing errors or making other changes requires authentic supporting documentation. Such documentation will ordinarily consist of civil or ecclesiastical certificates. When the error involves data pertaining directly to the celebration of the sacrament of the rite of Christian burial (i.e., date, identity of godparent) but cannot be verified with documentation, the written or oral testimony by a reputable witness will suffice.

Example: Corresponding Entry to Major Change (Cross-Reference)

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
26	(KASS) Catherine Ann	Grand Island, NE January 07, 1969	St. Mary Cathedral Grand Island, NE February 14, 1969	 (KASS, Margaret)	KASS, John Paul KASS, Josephine	Rev. Jorge Canela		DO NOT ISSUE CERTIFICATE FROM THIS RECORD (SEE McDonald, pg. 45)

Recreating a Record

When a record is missing, and it is clear the sacrament occurred within the parish's physical boundary, the record may be recreated if an individual has a certificate, a Witness to the sacrament, or both. The witness will need to complete an affidavit in the presence of a priest. An affidavit or letter from the presiding priest would also be acceptable. **Then, only the data that can be vouched for with certainty should be added, even if the entry is incomplete.** Also, the witness's name, the date of his/her testimony, and the words “based on the testimony of...” should be printed in the Notations/Remarks column of the Register. This is based on Canon 876, which tells us that the declaration of one witness may be used to create missing baptismal records. Make sure to index the entry, file the documentation, and make the appropriate notation/remark (see appendices, pages 55-56).

Example: Recreating a Record

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
90	STEVENS, Holly	Valentine, NE June 30, 2023	St. Nicholas Valentine, NE July 17, 2023	STEVENS, Mark STIEN, Carol	STIEN, Robert STEVENS, Mary Ann	Rev. Antony Thekkekara		Recreated entry based on the testimony of Mary Ann Stevens See Sacramental Record File Vol. 65

Photographs may be used as valid evidence when other evidence is insufficient. An exception to these requirements is made in the case of the baptism of an adult (see Canon 876). In this case, the oath of the individual or declaration of a single witness is all the evidence that is needed. The entry is to be created and indexed. The documentation is to be filed.

Notations/Remarks added to an entry after the fact, such as recreating an entry, are to be made along with the date and signature of the person authorizing the newly created entry, just like the example for a minor change. Supporting documentation is to be kept in the permanent files of the parish archives, and cross- references are to be placed in the Notations/Remarks of the entry and on the file.

Issuing Certificates

Sacramental Certificates

A sacramental certificate is an official document that a particular individual has received a sacrament(s). It is an exact duplicate of data in the register, except confidential data. A certificate's main purpose is for internal Church use. It is the vehicle used to present a person's canonical status for a current date in time.

Persons have the right to copies of public documents that pertain to their church status, including their sacramental records (c. 487§2). The Church also recognizes a person's right to their reputation and privacy (c. 220). Therefore, parish personnel must exercise care with regard to providing sacramental documents and allowing access to church records. **Church records are not "public" in the sense of being "open records" for review at the request of individuals. The use of records for personal or genealogical research is not approved.**

It is recommended that identification be requested to release a record and that requests be made in writing and signed by the individual requesting the record. Authorized recipients of a sacramental record include the party, or parties named in the record as having received the sacrament; Roman Catholic clergy or his delegate (normally the secretary); the parents of the subject if the subject is a minor; Diocesan Tribunals; and government agencies (such as the Social Security Administration) who present a signed release from the person whose record is requested.

An individual seeking his or her sacramental record, or a parent seeking one for a minor, should be issued a certificate by the parish verifying the factual data contained in the register. Such certificates are to be issued promptly and without charge. Requests for sacramental information made by another parish or church entity (e.g., a tribunal) are likewise to be honored promptly and without fee. Sometimes, an individual may request a record of another party for a church process (e.g., to process a lack of canonical form case). The record is issued promptly and without charge. Any other requests for records (e.g., in civil litigation, subpoena, etc.) are to be accepted by the pastor, and no records are to be issued until the pastor has given permission. The pastor's questions should be directed to the Judicial Vicar and/or the Chancellor.

Certificates should be typed, printed by computer, or legibly hand-printed with indelible ink and signed by the pastor/administrator (if applicable), deacon assigned to the parish or authorized delegate. If the Notations/Remarks column does not contain data or one of the sacraments spots is blank, the words "no notation" or a diagonal line must be added to the certificate in the corresponding space. Certificates are to be issued as soon as possible after the event is recorded in the register.

WHITEOUT IS NEVER TO BE USED. This book will help you find solutions to common and some uncommon situations in which you will need to enter new information into the individual's sacramental record entry.

Types of Registers

Baptismal Register

The baptismal register serves as the "master record" for a person's membership in the Church (canon 535, §2). A certificate issued from the baptismal entry is an official document certifying what appears in the baptismal register. The Baptismal certificate only attests to the baptism of a particular and unique person, not parentage or any other things.

The baptismal register is a historical document that records the facts as they are known and understood at the time of the baptism. Ideally, entries in the baptismal register will be made from birth certificate documentation and photocopied as supporting documentation for the baptismal register entry. If this is not possible, the hospital record can be used to verify the date of birth and parent's names, or the parents should supply the information in writing with a date and signature. Then, the supporting documents are to go into the "Sacramental Record File." Entering information into the baptismal register based on verbal statements alone can be problematic and may result in the recording of inaccurate information and the creation of inauthentic records.

In general, the baptismal register entry includes:

1. The name(s) of the child (last name followed by first and middle name) as designated by the parent(s)/adoptive parents(s) or the legal name of the adult (always include the full maiden name of a woman).
2. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name) or names of adoptive parents (a child may have one father and one mother recorded).
3. The date and place of birth.
4. The name(s) of the sponsor(s) and Christian witness, if applicable (Canon 877). Only one sponsor is necessary; however, if there are two, they must be male and female (Canon 873).
5. The place and date of the baptism.
6. The name of the minister performing the baptism

Baptismal Register—Standard Entry

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
01	RAVEN, Kenneth John	Grand Island, NE April 10, 1947	St. Francis Ashton, NE April 24, 1947	RAVEN, John JONES, Elizabeth	TRENT, Maxwell HEPPLER, Louise	Rev. Richard Piontkowski		

Notations/Remarks to be entered in the baptismal register include first communion, confirmation, marriage/convalidation, and holy orders/vows. Other circumstances that would appear in the Notations/Remarks column would be a change of rite (e.g., Eastern Rite to Latin), annulment and prohibitions on future marriages, laicization, dispensation from vows, legal name changes of the individual, and if the individual has had gender reassignment surgery (an example for this is on page 7).

Example: Laicization

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
123	HOFFMAN, Joseph	Bridgeport, NE May 31, 1953	All Souls Bridgeport, NE August 15, 1953	HOFFMAN, Gerald WISE, Connie	RANDELL, Jerry RANDELL, Kathy	Rev. Timothy Stoner	April 20, 1967 All Souls Bridgeport, NE	April 15, 1961, First Holy Communion, All Souls, Bridgeport, NE; June 2, 1981 Ordained, Grand Island, NE; July 7, 2006 granted dispensation from the obligation of sacred ordination including celibacy; Dicastery for Clergy Prot.# 2006-0408/S

If sacraments occur at another parish, that parish must notify the other parish of the baptism and the information must be added to the baptismal register.

Example: Sacraments Occur at Another Parish

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
25	RAFFERTY Lorna	North Platte, NE February 14, 1973	St. Patrick North Platte, NE April 2, 1973	RAFFERTY, Paul MERRIMAN, Melinda	RAFFERTY, Tony MERRIMAN Lydia	Rev. Jonathan Sorensen	April 30, 1993 Our Lady of Lourdes Ravenna, NE	Married Peter David Sept. 1, 2003; St. Michael; Spalding, NE (records at St. Michael)

Entries must be made accurately, promptly, and legibly in black ink and printed except for any signatures. Pay particular attention to Hispanic and other foreign names to know the actual last name. Make sure information is entered in the corresponding title (see appendices, pages 35-36).

If space is inadequate in a register line, use another line, but make sure to cross-reference it. This may mean continuing the entry on a completely different page from the original.

Example: Inadequate Space

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
47	CHAMPA Katherine	Grand Island, NE April 10, 1950	St. Agnes Scottsbluff, NE April 24, 1950	CHAMPA, Clifford Zabacknick, Francis	BAUER, Louis BAUER, Mary	Rev. Rayappa Konka	April 30, 1964 St. Agness Scottsbluff, NE	Conditional baptism; baptized at home by grandmother's testimony.

Example: Inadequate Space Continued

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
(entry 47 continued)	CHAMPA Katherine							Married Richard O'Malley Sept. 3, 1980, St. Agnes, Scottsbluff, NE; Rev. Vincent L. Parsons (delegated)
								Declaration of nullity, Grand Island, NE, PN 1985-0023; Married Peter David Sept. 1, 1988.

Original entries are never deleted, and here are some standards a parish may put into practice:

A. Personal Names (recipient of the sacrament, parents, godparents, sponsors, proxies, etc.):

- If there is currently no standard parish practice regarding the entry of personal names in the parish sacramental records, then a standard should be adopted.
 - i.e., a full & complete legal name should be used. Example: Smith, John (surname, Christian name, middle name or initial).
- Indexing entries according to each spouse's last name in the marriage register can also be helpful. For the bride, use the maiden name.

B. Date(s):

- If there is currently no standard parish practice regarding the entry of dates in the parish sacramental records, then a standard should be adopted. A full & complete archival date should be used, for example, May 12, 2004, or 05/12/04.

C. Minister:

- The priest's full and complete preferred legal signature should be recorded in ink as an original cursive signature by the priest himself.
- The authentic, legal signature of the priest may not be substituted for a rubber stamp or other facsimile signature.
- Even though the same priest might serve as minister for several sacraments in a row, ditto marks ("") should never be used in place of his full legal name.

D. Sponsors:

- Church law (c. 873) stipulates one and no more than two sponsors (one female and one male) of baptism.
- Church law (c. 874§2) allows a baptized person who is not a member of the Catholic Church to serve as "a Christian witness."
- The designation "CW" might be useful for clarity.
- Be aware that Church law (c. 874, §2 and the Ecumenical Directory #98b) holds that a baptized Eastern Orthodox is properly a godparent and not a Christian witness.

Example: Christian Witness

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
58	WEST, Savannah	North Platte, NE September 21, 2001	Holy Spirit North Platte, NE January 10, 2012	WEST, Richard SALAZAR, Bianca	SALAZAR, Rogelio SIMPSON, Renee (CW)	Rev. Vidya Sagar Arikotla		

In some cases, it is customary for the baptized to have **multiple sponsors**. When this occurs, the original certificate issued may list all sponsors, but the register must list only two. The parents will have to decide who they want to register as the sponsors.

When a godparent or sponsor appoints a proxy to participate in the rite of baptism, both names should be entered in the register with "Proxy" written after that person's name.

Example: Proxy Appointed

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
2	STEVENS, Robert Anthony	Ogallala, NE July 2, 1965	St. Luke Ogallala, NE January 20, 1970	STEVENS, Daniel Pompi, Renee	POMPI, Justin STEVENS, Lou (proxy for Dana Stevens)	Rev. Bryan Ernest		

When the parents of the baptized request new "godparent(s)" sometime after the baptism has taken place, it should be explained that the parents may choose anyone to assist with the faith development of an individual but that the baptismal register may not be changed.

For a serious reason, parents of children still in the formative period of Christian life (infancy to 14) may request a substitute sponsor for the actual baptismal sponsor for various reasons. This request excludes Christian Witnesses. The substitute sponsor must be qualified in accordance with canon 874, §1, which states that the person must be properly designated by the parents, the sponsor must be at least 16 years old, be a confirmed Catholic, participate regularly in the Eucharist, not be in an irregular marriage, not be the parent of the child to be baptized, and be willing to undertake the responsibilities of a sponsor in helping the baptized to lead a Christian life in harmony with baptism (reply from the Dicastery for Divine Worship and the Discipline of the Sacraments 13 Nov. 1984, Prot. No. 1032/84).

Recreating a Baptismal Record

In some cases, even though a baptism was validly celebrated, the record was not originally entered into the proper register. In such cases, the fact of the sacrament can be sworn to by affidavit. The person attesting to the fact must have been present at the celebration of the sacrament (e.g., parents at the baptism) or been the recipient of the sacrament and beyond the age of reason (age 7 in most cases) at the time it was received (c. 876). When the pastor or his delegate receives the affidavit, the factual information can be entered into the proper register. The following notation is made: "Sworn to by affidavit of (name) on (date)." (Sample affidavits are on pages 55-63).

Example: Affidavit Baptism

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
29	JOHANSON, Mary	Grand Island, NE May 15, 1990	St. Pius X Ainsworth, NE June 5, 1995	JOHANSON, Jonathan MUELLER, Rhonda	JOHANSON, David MUELLER, Marsha	Rev. Michael Wetovick		Sworn to by affidavit of Rhonda Mueller May 30, 2012

Children Who Are Adopted

In accordance with the prescriptions of c. 877, §3, the following norms of The United States Conference of Catholic Bishops, having received the recognition of the Holy See, are effective December 1, 2000. They supersede all things to the contrary.

For children baptized **after their adoption is finalized**, the following information shall be entered in the register:

1. the Christian name(s) of the child as designated by the adoptive parent(s).
2. the name(s) of the adoptive parent(s).
3. the date and place of birth.
4. the names of the sponsors selected by the adoptive parent(s).
5. the place and date of the baptism.
6. the name of the minister performing the baptism and
7. the fact of adoption but not the names of the natural parents.

USCCB Guidelines Adopted Child (baptized *after* adoption finalized)

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
	WORTH, Sandra Marie	Chadron, NE March 18, 1988	Saint Patrick Chadron, NE May 22, 1993	WORTH, Mark WELLS, Sarah	GRANT, Barry JONES, Amy	Rev. Todd Philipsen		Adopted

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. **No mention of adoption shall be made on the baptismal certificate.** A copy of the legal adoption papers shall be kept within the baptismal register. In any case, no additions are to be made to the register unless they are transcribed from the legal adoption papers.

For children **baptized before their adoption is finalized**, the following Notations/Remarks shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:

1. parentheses shall be placed around the names of the natural parents.
2. the name(s) of the adoptive parent(s) shall then be added.
3. the child's former surname shall also be parenthesized, and the new surname added and
4. a notation shall be made that the child was legally adopted.

USCCB Guidelines Adopted Child (baptism *before* adoption finalized)

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
12	(SMITH) LEVEN Ryan Edward	Gering, NE March 18, 1998	Christ the King Church Gering, NE May 22, 1999	(Jim Smith) (May Fung) LEVEN, Brent COST, Margaret	GRANT, Barry JONES, Amy	Rev. Michael McDonald		Adopted No mention of Adoption is to be made on the future certificate.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. The name(s) of the sponsor(s) shall not be given, and no mention of adoption shall be made on the baptismal certificate. **If it was not a closed adoption**, the notation should have the word "closed" before the word adoption.

For future ease of reference and to afford what may often be the only possibility of reference after the adoption has been finalized, a baptismal entry for the adopted child can be made in the baptismal register of both the adoptive parents' parish and the biological parent(s) parish. The entry should cite the date and location of the original baptismal record.

Unwed Parents

When a child presented for baptism has unmarried parents, it is unjust to place an unauthorized name of a parent in the baptismal register. If an unmarried mother/father declares she/he is the biological mother/father, or some other proof of maternity/paternity is provided (i.e., birth certificate), her/his name should be added to the register (c. 877, §2). A declaration of maternity/paternity may also be proof if this declaration is signed, dated, witnessed by the pastor and two witnesses, notarized, and sealed with the parish seal. A copy of the birth certificate or the declaration of maternity/paternity should be retained in the Sacramental Records file for the volume in which the entry was made.

If no public proof is available, the name of the father or the mother is not recorded. The phrase "father unknown" or "mother unknown" will be used. The certificate issued from this entry will record the appropriate phrase. The use of the phrase "illegitimate" is not permitted. Supporting documentation is to be kept in the permanent files of the parish archives and include the appropriate cross-references.

Canon 877, §2 implies that if the parents are unmarried, a birth certificate must be collected to determine who should be recorded as the child's parents. Do not use the expression "Father unknown" or "*pater ignotus*" in the register. If this expression has already been used in the register, do not reproduce it on the sacramental certificate. **MARK THIS SPACE WITH A DASH.**

Example: Unwed Parents, NO Father noted (parentheses per USCCB guidelines)

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
123	(CAHILL), John James	Gordon, NE June 30, 2000	Saint Leo, Gordon, NE June 5, 1995	_____ (CAHILL, Jean Ann)	JOHANSO, David MUELLER, Marsha	Rev. Daniel Gilbert		

Example: Unmarried Parents-Father Attested and Documented

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
210	SMITH, Debra	Kearney, NE July 04, 2001	Saint James Kearney, NE July 17, 2001	FRI, Martin SMITH, Tonya	SELLNER, David COONS, Peggy	Rev. Joseph Hannappel		CONFIDENTIAL DO NOT INCLUDE ON CERTIFICATE Parents unmarried, father attested to paternity.

This entry also demonstrates that confidential data is not to be included on certificates, and the corresponding sacramental records file holds related documentation for the entry.

Same-Sex Parents

United States Conference of Catholic Bishops document *Ministry to Persons with Homosexual Inclination* states,

Baptism of children in the care of same-sex couples presents a serious pastoral concern. Nevertheless, the Church does not refuse the Sacrament of Baptism to these children, but there must be a well-founded hope (c. 868, §1, 2°) that the children will be brought up in the Catholic religion. In those cases where Baptism is permitted, pastoral ministers should exercise prudential judgment when preparing baptismal ceremonies.

In the current code, there is no specific law regarding the annotation of same-sex couples or “transgender persons” as parents in the baptismal register. The term “parents” used by Canon 877 refers clearly to the father and the mother, a man, and woman created by God who is united in the sacrament of marriage (cf. c. 1055, §1) or to such a couple who adopt a child. Thus, the couple is treated as unwed, and Canon 877 may be used for the entry. This means the biological parent is listed in the entry if maternity/paternity can be proven. The other parent can be placed in the Notations/Remarks column if they have legally adopted the child and have the documentation. If neither is the child's biological parent, they must choose who is listed in the entry, and who is in the Notations/Remarks as the adopted parent. Make sure to keep a copy of the documentation in the “Sacramental Records File”.

The annotation of same-sex partners or “transgender persons” as parents would be contrary to the aforementioned canon and the teaching of Our Lord and the Church on marriage as desired by God to be a union between a man and a woman. For this reason, it is impossible to annotate in the baptismal register two mothers or two fathers or a “transgender father” whose real nature is a woman or a “transgender mother” whose real nature is a man. You will want to include documentation in the sacramental records file for that volume, such as a birth certificate and/or sworn statement as to the child's biological parents.

Example: Same-Sex Parents

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
89	HUELS, Jonathan	Crawford, NE August 23, 2023	St. John the Baptist Crawford, NE December 16, 2023	 HUELS, Monica	HUELS, John HUELS, Margaret	Rev. Arul Raj Innaiah		Adopted by Janet Reno on August 23, 2023; Grand Island, NE #3469

Infant Baptism - Emergency Situations

In an emergency, such as the danger of death, the infant is to be baptized at the request of the parent(s) without delay. The baptism is to be recorded in the baptismal registry of the parish the parents belong to, providing the information noted earlier (except for sponsors who are not normally present in an emergency) and the site of the baptism (e.g., the name of the hospital). When an emergency baptism has already been celebrated, the additional liturgical rites may be supplied after the emergency no longer exists. In such a case, the original baptismal information (date, place, and minister) is entered into the baptismal register of the parish the parents belong to with the additional notation "liturgical rites supplied" and the date these rites were performed. The parents should supply the information in writing to the parish with a signature and date.

Periodically, the parish should include a bulletin announcement about the need to record these baptisms in the parish baptismal register. This allows parents who had a Hospital Chaplin baptize the infant to come forward and provide the information to the parish secretary for recording in the Sacramental Records Book.

Example: In Danger of Death

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
88	PIRATEFANN, Ida Penelope	Ord, NE August 3, 2023	Ord, NE Hospital August 3, 2023	PIRATEFANN, Adam STEELERSICK Eve	GOPENS, Abraham GOPENS, Sarah	Rev. Scott Harter		Baptized in danger of death; ceremony supplied by Rev. Scott Harter on August 3, 2023

Formal Defection from the Catholic Church

From November 27, 1983, until April 9, 2010, a Catholic could formally defect from the Church. These defects always had to be done in writing to the church of Baptism and approved by the Bishop. After this time, a person is no longer able to defect formally. If there is a note of a "Formal defection from the Church," there should be a date of this event and a record kept in the Sacramental Records File for that volume. If the person returns to his/her Catholic faith practice, this should also be noted with a date of re-entry and written documentation of his/her profession of faith. Formal Defection from the Church will be included on certificates when created in the Notations area of the Certificate. After April 9, 2010, the Church does not recognize formal defection from the Catholic Church therefore, nothing is to be noted

Eastern Churches

The enrollment of the baptized into an Eastern Rites Catholic Church is also to be noted in the baptismal register; these Notations/Remarks are always to be noted on the certificate of baptism in the Notations area (Code of Canons of the Eastern Churches c. 296, §2.). Ascription to an Eastern Catholic Church sui juris (e.g., Byzantine, Maronite, etc.) is **determined by the rite of the father**, not by the rite of the minister or parish of baptism unless the person is 14 years of age or older. At this age, the individual can choose his/her rite. When a Latin priest or deacon baptizes someone who is ascribed to an Eastern Catholic Church by law, a notation should be made in the "Notations/Remarks" column stating the Eastern Rite the individual is ascribed to. (c. 111)

Example: Ascription to a Maronite Catholic Church

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
41	FLAYHAN, Jeannie Marie	Grand Island, NE February 2, 1969	Prince of Peace Kearney, NE January 16, 1970	FLAYHAN, Paul (Maronite) FRENCH, Jean	FLAYHAN, Steve FLAYHAN, Stacy	Rev. Paul Colling	April 13, 1986 Prince of Peace Kearney, NE	Ascribed to Maronite Church

Rite of Christian Initiation

With the promulgation of the Rite of Christian Initiation of Adults in the United States, creating and maintaining new registers relating to catechumens was discussed. These are the Register of Catechumens, the Book of the Elect, and Reception into Full Communion. Many parishes have incorporated this information into the Baptismal Register. The following information would go into these registers.

A. Register of Catechumens: A catechumen is a person who has not yet been baptized and who has celebrated the “Rite of Acceptance into the Order of Catechumens” as part of the RCIA. This register is required for those individuals who have gone through the Rite of Acceptance (RCIA 46). In general, the Register of Catechumens is to include:

1. Full name of the individual
2. Name of the sponsor(s)
3. Name of the minister of the Rite
4. Date and place of the Rite

Note: Already-baptized candidates for full communion and confirmation technically are not catechumens, and their names are not entered in the catechumenate register.

B. Book of the Elect: This is the Diocesan Book of Elect, which is the register that is signed by the catechumens during the Rite of Election. This is considered the official register. However, in cases where parishes or faith communities do not send catechumens to the Rite of Election, the parish is to create and maintain its own Book of Elect RCIA 113, 132, 539, and 553). In general, the Book of the Elect is to include:

1. Full name of the individual
2. Name of the sponsor(s)
3. Name of the minister of the Rite
4. Date and place of the Rite

C. Reception into Full Communion: Reception into full communion means the person was baptized in another Christian faith and received communion and confirmation within the Catholic Church. Where this register is not required, the profession of faith information is recorded in the baptismal and confirmation registries and cross-referenced. It lists the names of those individuals who have been received into the full communion of the Catholic Church, and a cross-reference is noted with the one in the baptismal and/or confirmation register(s) for easy reference. The record is to include:

1. Full name of the individual
2. Date and place of the profession
3. Name of the sponsor(s)
4. Name of the minister
5. Date, place, and minister of baptism.

Example: Reception into Full Communion

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
230	CHRISTOPH, Katie Anne	Lexington NE March 2, 1942	St. Ann Lexington NE April 5, 1942	CHRISTOPH, John BURNETT, Helen	None Noted	Rev. José Chavez	January 21, 1970 St. Ann Lexington, NE	Received into full communion January 21, 1970; baptized at First Presbyterian, Grand Island, NE, April 5, 1942; Married Bob Jones June 28 th , 1966

Supporting documentation may include a copy of the individual's baptismal certificate, which will be placed in the Sacramental Records File, and a notation added to the entry.

Special care needs to be taken when bringing in young children with adult converts. Please note that:

1. A child under the age of 7 (considered a canonical infant) does not make a profession of faith when his/her parent enters the Catholic Church. The child simply enters the Church via baptism at this point, or if already baptized, they need only to be noted in the baptismal register with a note of the parent's profession of faith/rite of reception.
2. A child between 7 and 17 years old is considered a minor but is brought into the Church in the same manner as an adult (c. 852, §1). Full reception and/or profession of faith must be documented in the register.
3. Baptisms of 14+ year olds are to be deferred to the Diocesan Bishop so that he himself administers it if he judges it expedient (c. 863).

Note: For baptisms of 14+, the Bishop can grant the faculty for his priests to be the ministers.

Example: Baptized (Infant) Child Received into Full Communion Via Parent's Profession

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
83	JOHNSON, Kimberlee Marie	Mullen, NE April 21, 1965	Cottonwood TWP, NE December 11, 1965	JOHNSON, Timothy GOLDBERG Elaine	SMITH, George SMITH, Carrie	Rev. Matt Nash		Received into full communion on April 15, 1970, via her father and mother's profession of faith; baptized First Episcopal Church, Cottonwood TWP, NE

Profession of Faith

When a person is proven to have been validly baptized in another Christian Church but is now converting to the Catholic faith, the parish still needs to make an entry in the Baptism register and Confirmation register with a cross-reference to the "Reception into Full Communion" register by placing "Profession of Faith" with the volume number in the Notations/Remarks column. If the Parish does not have the "Reception into Full Communion" register, then the entry is to be in a separate and clearly marked section at the back of the baptismal register until such time as the "Reception into Full Communion" register can be purchased.

When confirmation has been received, the name of the person making the profession is to be recorded in the confirmation register, with a reference in the index to the page and entry number in the baptismal or "Reception into Full Communion" register. An optional certificate may be issued as soon as possible after the event.

Example: Profession of Faith

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father's Name Mother's Name (Maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
78	JOHNSON, Elaine Ann	St. Louis, MO March 9, 1950	St. Louis UCC St. Louis, MO September 9, 1964	JOHNSON, Joe CLIFTON, Mary Ann	JOHNSON, Tony JOHNSON, Kathleen	Rev. James Hunt	April 15, 1970 St. Joseph Broken Bow, NE	Received into full communion on April 15, 1970; baptized at St. Louis UCC, St. Louis, MO.

Conditional Baptism

Conditional baptism occurs when a person's baptismal status is uncertain. When a minister administers a condition baptism. When conditional baptism is conferred, "Baptized conditionally" is to be written in the "Notation/Remarks" column. This note will help others understand why a baptism was done if a previous baptism is suspected or later proven.

By virtue of Canon 869, §2, baptisms in other faiths are presumed valid until the contrary is demonstrated. Therefore, only after careful investigation and with a positive doubt remaining as to the fact of baptism or its valid celebration is a person conditionally baptized. This conditional baptism is done privately (i.e., with no fanfare and only the essential participants). In such cases, the date and place of baptism should be noted instead of the purported earlier baptism. A note as to its conditional celebration should be included.

Example: Conditional Baptism

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
99	MATHISON, Mark	Alliance, NE May 15, 1990	St. Bridget Hemingford, NE June 5, 1995	MATHISON, Jerome COGSWELL, Mary	MARKS, Daniel SMITH, Janette	Rev. Matthew Koperski		Baptized conditionally

Reconciliation Registers

Canon Law does not require a record to be kept of the sacrament of reconciliation because, unlike first communion, this sacrament pertains exclusively to the internal forum. Therefore, **registers are never created**.

First Communion Registers

Although not required by universal law, many parishes also choose to maintain records of first communion. In such cases, the record should contain:

1. The legal and Christian names of the child
2. The date and place of baptism
3. Name of parent(s)
4. The church and date of the first Communion
5. The name of the main celebrant of the Mass

A Baptismal Certificate issued within six months is required as supporting documentation. A First Communion certificate is to be issued as soon as possible after the event is recorded in the register.

Example: First Holy Communion Register Standard Entry

NO	Name of Individual	Date and Place of Baptism	Name of Parent(s)	Date and Place of First Communion	Officiating Clergy	Notations
43	LEVEN Ryan Edward	May 22, 1999 Christ the King Cozad, NE	LEVEN, Rob SMITH, Ann	June 1, 2006 Christ the King Cozad, NE	Rev. Ravi Gudipalli	

Notification of this sacrament is not required to be sent to the place of baptism. A Parish may adopt this practice as a common courtesy to ensure that the Catholic people have a full sacramental record in one place. Should you receive a notification of First Communion, it is placed in the Notations/Remarks column of the Baptismal Register.

Example: First Holy Communion Notification

NO	Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Date and Place of Confirmation	Notations
66	THOMPSON, Matthew	Elm Creek, NE May 15, 1990	Immaculate Conception, NE June 5, 1990	THOMPSON, Thomas TINDELL, Sylvia	PIT, Howard CANDIE, Janet	Rev. Joseph K. Joseph		March 30, 1997, First Holy Communion, Holy Spirit, Sioux Falls, SD

Confirmation Registers

The Code of Canon Law does not indicate that a parish is required to keep a confirmation register (c. 535, §1). This is left to the discretion of the Diocesan Bishop. In general, the confirmation register is to include:

1. Full name of the confirmed
2. Confirmation name
3. Name of parents
4. Name of sponsor
5. Date and place of the event
6. Name of the minister (Canon 895)

To ensure a confirmand has actually been baptized and a place of baptism may be notified of the confirmation, each recipient should receive a baptism certificate issued within the last six months prior to confirmation. The baptismal certificate should be placed in the “Sacramental Records File” that corresponds to the Confirmation Register, and reference to the “Sacramental Records File” should be placed in the Notations/Remarks column of the Confirmation Register.

All pertinent information regarding confirmation **MUST** be communicated accurately to the parish of baptism for the individual's baptismal record and should be made as soon as possible after the sacrament.

Example: Confirmation Register **Standard Entry**

NO	Name of Confirmed	Father Name Mother Name (maiden)	Date and Place of Baptism	Sponsor	Date and Place of Confirmation	Officiating Clergy	Notations
10	LEVEN Ryan Edward	LEVEN, Brent	May 22, 1999	COST, Jerome	May 12, 2016	Rev. Michael Pampara	Baptismal Certificate in Sacramental Records File Vol. 54
	Confirmation Name	COST, Margaret	St. Theresa		St. John the Evangelist		
	Peter		Mitchell, NE		Stapleton, NE		

Proof of confirmation is required for ordination and to serve as a sponsor/godparent. Proof of confirmation must be noted in the baptism registry.

A confirmation certificate is to be issued as soon as possible after the event is recorded in the register. In joint celebrations, each parish that sends candidates is responsible for completing its register, including the name of the parish where the celebration occurred. Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptismal register even if the sacrament took place in the same parish or faith.

Marriage Registers

Every marriage recognized by the Catholic Church, including the convalidation of a civil marriage, must be recorded in the parish Marriage Register. The record should also include any Notations/Remarks, such as a dispensation/permission with the protocol number and diocese, fact of delegation for the officiant, decrees of nullity (annulment) or dissolution with the protocol number and diocese, and any restrictions on future marriage.

In general, the marriage register is to include:

1. The legal name(s) of the groom
2. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name) of the groom
3. The legal name(s) of the bride (Always include the full maiden name of a woman, even if a second marriage)
4. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name) of the bride
5. The date and place (actual church and town) of the wedding
6. The names of the witnesses
7. The name of the priest/deacon/minister asking for and receiving the couple's vows
8. Notation of any permissions, dispensations, and delegations obtained for the valid celebration of the wedding (including protocol number if existing).

Example: Marriage Register

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
100	SCHIRMER, Henry	SCHIRMER, John COB, Tonya	May 20, 1980 St. Columbkille, Hay Springs NE	July 1, 2000 Blessed Sacrament	MURTHA Evan GILBERT, Jessica	Rev. Martin Egging	
	Name of Bride	BARRISTER, Brad DAY, Angela	July 2, 1980 Immaculate Conception, Rushville, NE	Grand Island, NE			
	BARRISTER, Tina						

Example: Mixed Marriage (marriage between a Catholic and a baptized non-Catholic)

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
100	RYAN Ryan Edward	RYAN, Brent BARBS, Margaret	May 2, 1988 St. Agnes, Arnold, NE	August 2, 2009	BAKER, Steven	Rev. Daniel Gilbert	Perm. Mixed Religions 2009- 0152
	Name of Bride	FOSTER, Alan BREY, Doris	July 23, 1989 Trinity Lutheran Sacramento, CA	St. Leo Gordon, NE	FOSTER, Leah		
	FOSTER, Lisa						

Convalidation

A convalidation marriage is recorded in the same way as a marriage originally celebrated in the Catholic Church, with the date, place, and official of the original ceremony placed in the Notations/Remarks column.

Example: Convalidation Entry (Convalidating a civil union within the Catholic Church)

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
	FREDERICA, Sam	FREDERICA, Benjamin ANKROM, Nancy	February 16, 2000 St. Francis, Ashton, NE	September 23, 2023 St. Mary	CLAUDE Joe BRISKI, Tonya	Rev. Joshua Brown	Convalidation of civil union; June 10, 2020; Hall County; Magistrate O’Gorman
	Name of Bride	PAYNE, Dennis COGSWORTH Mary	March 18, 2000 St. Gabriel, Hazard, NE	Wood River, NE			
	PAYNE, LouAnne						

Sanation

A sanation of an invalid attempted marriage is a convalidation of the marriage without renewal of consent granted by a competent authority, together with a dispensation from any binding impediments and from the observance of canonical form, if applicable. When a marriage is granted a Sanation, the date of the original ceremony information will be placed in the marriage column. The date of issue, Archdiocese/Diocese/Eparchy, and protocol number of the sanation should be recorded in the Notations/Remarks column.

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
91	EICHHOLTZ William Adolf	EICHHOLTZ Anthony GUNTHER, Freda	November 9, 1973 Sacred Heart, Shelton, NE	December 2, 1998 Trinity Pentecostal Holiness Church	SANDBERG, Zackary EICHHOLTZ Barbara	Pentecostal Minister Robert R. Alvey	May 2, 2023 Sanation and Mixed Religions granted; Diocese of Grand Island; PN 2023-0056
	Name of Bride	SANDBERG, Herbert	May 31, 1973 Pentecostal Owensboro, KY	Owensboro, KY			
	SANDBERG, Melitta May	HANNS, Gretta					

The index of the marriage register is to be arranged alphabetically by the last names of both spouses. The format is "male surname/ female surname." The name to be used for the bride's surname is that which is found on her baptismal certificate or, if not baptized, her maiden name.

The Church of Baptism should be notified in writing as soon as possible after the marriage is celebrated, convalidated, or satiated. Notice should include the names of the couple, the date and place of the wedding, and the fact of convalidation or sanation with the names of the official and witnesses.

Eastern Rites

Latin Rite men, Latin Rite women, and Eastern Rite women are able to elect to change Church *sui iuris* to his/her spouse at the time of the wedding (c 112, §1, 2° in the Latin code and c. 33 in the Eastern code).

Example: Ascription to Eastern Rite via Marriage

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
44	NEUMANN, Rhett James	NEUMANN, David RONKOWVITZ, Elaine	January 27, 1970 Sacred Heart, Greeley, NE	January 6, 1993 Our Lady of Guadalupe	RONKOWVITZ Mark KOVALCHUK, Anastasia	Rev. Joseph Thambi Gonagiri	January 6, 1993, Rhett James Neuman ascribed to the Ukrainian Catholic Church via his marriage to Polina Shevchenko
	Name of Bride	SHEVCKENKO Yuri	June 24, 1970	Scottsbluff, NE			
	SHEVCHENKO Polina	KOVALCHUK, Kira	Assumption Ukrainian, Omaha, NE				

At the time of marriage dissolution, the person can freely elect to return to his/her original Church *sui iuris*. If the man/woman changes rites, a comment should be made in the Notations/Remarks section. The notation should read Husband or Wife changed from (i.e. Byzantine Rite) to Latin Rite.

When a request to ascribe to another Rite is made, it must be in writing to the Bishop(s) involved. A copy of the letter granting permission, along with the marriage notification, **MUST** be sent to the Church of baptism.

Prenuptial Investigation

The prenuptial file or marriage data envelope created for the marriage is to be retained in the permanent files of the parish archives at the parish where the marriage took place. The outside of the envelope may indicate the correlating register entry number. Supporting documentation in the prenuptial file or "marriage data envelope" includes:

1. Baptismal certificate(s) issued within the last six months for Catholic parties with Notations/Remarks
2. Completed prenuptial forms, civil marriage license, or civil marriage certificate (in cases of a radical sanation or a convalidation).
3. Death certificate (when necessary).
4. Documentation providing necessary dispensations, permissions, or delegations.
5. Tribunal documents (when necessary).
6. Any additional prenuptial forms or documentation required (e.g., engaged encounter certificate, focus, natural family planning certificate).

The officiant is responsible for promptly filing any and all civil documents with the appropriate county. The sacramental certificate is to be issued as soon as possible after the marriage has been recorded, and notification of the marriage **MUST** be sent to the Catholic party's baptism site. The date and place of the reception of this sacrament is to be recorded in the baptismal register, even if the place of baptism is the same parish or faith community as the place of marriage. Make sure to retain old marriage files permanently. **A tribunal may request a copy of the pre-marital file. The original file is always retained by the parish or the parish that takes over the sacramental records of a suppressed parish.**

Catechumen Marriages

Catechumens have a right to celebrate marriage according to the Roman Catholic Church's ritual. Marriages involving catechumens are noted in the marriage register in the usual way. The register should clearly indicate which parties are catechumens to ensure that proper permission and dispensations have been granted. A suitable cross-reference should be made for those whose names appear in the Register of Catechumens.

NO	Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
323	GRAY, Earl Mark	GRAY, Michael BOND, Jasmine	January 31, 1970 Holy Trinity Lutheran Sidney, NE (catechumen)	October 30, 2000 St. Patrick Sidney, NE	GRAY, HARRY GOLDBERG, Camilla	Rev. C.P. Varghese	Earl Mark Gray married Mary O'Malley Sept. 3, 1990; Holy Trinity; Sidney, NE. Sept. 20, 2000 Granted declaration of nullity; Grand Island, NE, PN 1999-0010. October 1, 2000 Permission for Mixed Marriage granted; Grand Island, NE, PN 2000-0056
	Name of Bride	JOHNSON, Thomas	December 11, 1970 St. Patrick Sidney, NE				
	JOHNSON, Kimberlee Marie	GOLDBERG, Elaine					

Other Marital Situations

Marriages are to be recorded in the parish register where the ceremony takes place. In cases where the ceremony occurs in the chapel of an institution, such as a university, Monastery, or Abby, the marriage is to be recorded at the parish in whose territory the institution resides.

In cases where a wedding is celebrated with dispensation from canonical form, the record of the marriage is found at the parish in which marriage preparation took place and which requested the dispensation and at the Chancery of the diocese that granted the dispensation (Canon 1121§1).

Holy Orders Registers

The Ordination Register is kept and maintained by the Office of the Bishop. A certificate is to be issued as soon as possible after the event is recorded, and notification of ordination is to be sent to the place of baptism. The date and place of the ordination and the name of the Ordinary conferring the sacrament is to be noted in the baptismal register.

Ordination and perpetual vows are to be noted in the baptismal register where such a person was baptized. This would include those who are ordained to the diaconate (permanent) for this diocese as well as for any other diocese.

Death Registers

Each parish is to maintain a Death Register (c. 535). It is arranged chronologically by the date of death. In accordance with Canon 1182, this register records funerals handled by the parish, whether a priest, deacon, or other authorized parish minister officiates. Even if not celebrated in the parish church but at a funeral home or cemetery, the death is to be entered into the parish Death Register. Additional information can be added, such as the name of the funeral home, the next of kin, etc. Notice of death and burial **MUST** to be sent to the church of baptism as soon as possible.

The information recorded in the Death Registry should include:

1. name of the deceased
2. date and place of death
3. the date and place of funeral services
4. presiding priest or deacon
5. date and place of burial with plot number, if possible

Normally, this information is provided by the funeral director.

Example: Death Register Entry Standard Entry

NO	Name of Deceased	Age	Place and Date of Death	Parents, Husband, Wife (Survived by)	Date and Place of Funeral	Officiating Clergy	Date and Place of Burial	Notations
4	BASTILLE, Katherine	106	August 5, 2000 Ashton Senior Living Facility, Ashton, NE		August 30, 2000 St. Francis, Ashton, NE	Rev. Richard Piontkowski	August 30, 2000 St. Francis Cemetery Ashton, NE #170	

In regard to the case of a person whose funeral is celebrated in **another parish than the one they are members of**, it is advisable to record the death both in the parish it took place in and in the person's own parish.

Example: Funeral at Different Parish-Entry into Death Register of Parish of Membership

NO	Name of Deceased	Age	Place and Date of Death	Parents, Husband, Wife (Survived by)	Date and Place of Funeral	Officiating Clergy	Date and Place of Burial	Notations
102	FISHER, Norman	89	January 1, 2023 Nenzel, NE	FISHER, Martha (wife)	January 10, 2023 St. Joseph, Kimball, NE	Rev. Lawrence Vadakkan (delegated)	January 10, 2023 Kimball Cemetery #90	

If a parishioner's funeral was **celebrated civilly**, it is wise to include it in the death register and the Notations/Remarks column, commenting that it was done civilly with the marker number. If the family inquires years later, there will be a note regarding what took place and where.

When a body is cremated, no reference to the date or place of cremation is made. However, the fact of cremation should be noted in the Notations/Remarks column, as well as the date and place of the ashes' interment. **Scattering ashes is not permitted for Catholic burials.**

Example: Civil Funeral & Cremation

NO	Name of Deceased	Age	Place and Date of Death	Parents, Husband, Wife (Survived by)	Date and Place of Funeral	Officiating Clergy	Date and Place of Burial	Notations
40	SAMUELS, Lisa	93	November 23, 1990 Senior Care Facility Grand Island, NE	HOWARD, Marylin (daughter)	December 2, 1990			Civilly Celebrated; December 20, 1990; interment ashes Grand Island Cemetery, NE.

Catechumen Deaths

A catechumen's death should be recorded in the Death Registry and clearly identified as a catechumen.

Example: Catechumen Death Standard Entry

NO	Name of Deceased	Age	Place and Date of Death	Parents, Husband, Wife (Survived by)	Date and Place of Funeral	Officiating Clergy	Date and Place of Burial	Notations
4	SIMPSON, Margerie (Catechumen)	40	March 30, 2023 Valley Cnty Hospital, Elba, NE	SIMPSON, Harry (husband)	April 15, 2023 St. Joseph Elba, NE	Rev. Vincent Parsons	April 15, 2023 St. Joseph Cemetery Elba, NE #70	

Sick Call Registers

The sick call register is primarily maintained to record the Sacrament of Anointing of the Sick.

This register should include the following information:

1. Name of person
2. Date of visit
3. The name of the anointing priest

No entry shall be made regarding the sacrament of reconciliation.

[illegible]

Helpful Hints

When a priest serves as pastor of more than one parish, separate registers are maintained for each parish. The registers are the property of that particular parish.

When parishes are merged, a new parish emerges at this same moment a new register books must be used. The old books are closed out immediately and placed in a safe place for storage.

When possible, retain a copy of a state issued certificate to ensure proper spelling of names and specific dates are correct. It is good to base information on an official source of information.

In the diocese of Grand Island there are no central diocesan registries available to assist people searching for sacramental records.

APPENDIX A

CANONS ON SACRAMENTAL RECORDS

CANONS ON SACRAMENTAL RECORDS IN GENERAL

Can. 491 §1. A diocesan bishop is to take care that the acts and documents of the archives of cathedral, collegiate, parochial, and other churches in his territory are also diligently preserved and that inventories or catalogs are made in duplicate, one of which is to be preserved in the archive of the church and the other in the diocesan archive.

§2. A diocesan bishop is also to take care that there is an historical archive in the diocese and that documents having historical value are diligently protected and systematically ordered in it.

§3. In order to inspect or remove the acts and documents mentioned in §§1 and 2, the norms established by the diocesan bishop are to be observed.

Can. 535 §1. Each parish is to have parochial registers, that is, those of baptisms, marriages, deaths, and others as prescribed by the conference of bishops or the diocesan bishop. The pastor is to see to it that these registers are accurately inscribed and carefully preserved.

§2. In the Baptismal Register are also to be noted Confirmation and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of *Can. 1133*, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute and of change of rite. These notations are always to be noted on a baptismal certificate.

§3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parochial seal.

§4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage. The pastor is to take care that all of these things, which are to be inspected by the diocesan bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders.

§5. Older parochial registers are also to be carefully protected according to the prescripts of particular law.

Can. 876. To prove the conferral of Baptism, if prejudicial to no one, the declaration of one witness beyond all exception is sufficient or the oath of the one baptized if the person received Baptism as an adult.

Can. 894. To prove the conferral of Confirmation, the prescripts of *Can. 876* are to be observed.

Can. 1541. Unless contrary and evident arguments prove otherwise, public documents are to be trusted concerning everything which they directly and principally affirm.

Can. 1573. The testimony of one witness cannot produce full proof unless it concerns a qualified witness making a deposition concerning matters done *ex officio*, or unless the circumstances of things and persons suggest otherwise.

CANONS REGARDING BAPTISMAL RECORDS

Can. 296 §2 (*Code of Canons of the Eastern Churches*). In the register of baptisms, a note is to be made of the ascription of the baptized persons to a determined Church *sui iuris* in accord with the norm of *Can. 37*, of the administration of chrismation with holy Myron.... These annotations are always to be reported on the baptismal certificate.

Can. 852 §1. The prescripts of the *Canons* on adult baptism are to be applied to all those who, no longer infants, have attained the use of reason.

Can. 869 §2. Those baptized in a non-Catholic ecclesial community must not be baptized conditionally unless, after an examination of the matter and the form of the words used in the conferral of Baptism and a consideration of the intention of the baptized adult and the minister of the Baptism, a serious reason exists to doubt the validity of the Baptism.

Can. 870. An abandoned infant or a foundling is to be baptized unless, after diligent investigation, the Baptism of the infant is established.

Can. 873. There is to be only one male sponsor or one female sponsor or one of each.

Can. 874 §2. A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the Baptism.

Can. 877 §1. The pastor of the place where the Baptism is celebrated must carefully and without delay record in the Baptismal Register the name of the baptized, with mention made of the minister, parents, sponsors, witnesses, if any, the place and date of the conferral of Baptism, and the date and place of birth.

§2. If it concerns a child born to an unmarried mother, the name of the mother must be inserted, if her maternity is established publicly or if she seeks it willingly in writing or before two witnesses. Moreover, the name of the father must be inscribed if a public document or his own declaration before the pastor and two witnesses proves his paternity; in other cases, the name of the baptized is inscribed with no mention of the name of the father or the parents.

§3. If it concerns an adopted child, the names of those adopting are to be inscribed and, at least if it is done in the civil records of the region, also the names of the natural parents according to the norm of §§1 and 2, with due regard for the prescripts of the conference of bishops.

Can. 878. If the Baptism was not administered by the pastor or in his presence, the minister of Baptism, whoever it is, must inform the pastor of the parish in which it was administered of the conferral of the Baptism, so that he records the Baptism according to the norm of *Can. 877 §1*.

Can. 1685. As soon as the sentence is executed, the judicial vicar must notify the local Ordinary of the place in which the marriage was celebrated. The local Ordinary must take care that the declaration of the nullity of the marriage and any possible prohibitions are noted as soon as possible in the marriage and baptismal registers.

CANONS REGARDING CONFIRMATION RECORDS

Can. 894. To prove the conferral of Confirmation, the prescripts of *Can. 876* are to be observed.

Can. 895. The names of those confirmed with mention made of the minister, the parents and sponsors, and the place and date of the conferral of Confirmation are to be recorded in the Confirmation Register of the diocesan curia or, where the conference of bishops or the diocesan bishop has prescribed it, in a register kept in the parish archive. The pastor must inform the pastor of the place of Baptism about the conferral of Confirmation so that a notation is made in the Baptismal Register according to the norm of *Can. 535 §2*.

Can. 896. If the pastor of the place was not present, the minister either personally or through another is to inform him as soon as possible of the conferral of Confirmation.

CANONS REGARDING MARRIAGE RECORDS

Can. 1081. The pastor or the priest or deacon mentioned in *Can. 1079 §2* is to notify the local Ordinary immediately about a dispensation granted for the external forum; it is also to be noted in the Marriage Register.

Can. 1121 §1. After a marriage has been celebrated, the pastor of the place of the celebration or the person who takes his place, even if neither assisted at the marriage, is to note as soon as possible in the Marriage Register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the marriage according to the method prescribed by the conference of bishops or the diocesan bishop.

Can. 1122 §1. The contracted marriage is to be noted also in the baptismal registers in which the Baptism of the spouses has been recorded.

Can. 1123. Whenever a marriage is either convalidated in the external forum, declared null, or legitimately dissolved other than by death, the pastor of the place of the celebration of the marriage must be informed so that a notation is properly made in the marriage and baptismal registers.

Can. 1685. As soon as the sentence is executed, the judicial vicar must notify the local ordinary of the place in which the marriage was celebrated. The local ordinary must take care that the declaration of the nullity of the marriage and any possible prohibitions are noted as soon as possible in the marriage and baptismal registers.

CANON REGARDING DEATH RECORDS

Can. 1182. When the burial has been completed, a record is to be made in the Death Register according to the norm of particular law.

APPENDIX B

HOW SPANISH & VIETNAMESE NAMES

HOW SPANISH NAMES WORK

Care should be taken with Spanish names and surnames when recording sacramental records. The matter of Spanish last names or surnames (apellidos) might seem confusing at first, but that's mostly because it's different to the way last names are traditionally handled in the U.S.

The basic rule of Spanish surnames is fairly simple: In general, a person born into a Spanish-speaking family is given a first name followed by two surnames, the first surname being the father's family name (his father's first surname) followed by the mother's family name (the mother's first surname).

Take as an example the name of María Teresa García Sanchez. María Teresa is the name given at birth, García is the family name from her father, and Sanchez is the family name from her mother.

Father=Jose Garcia Ramirez Mother=Maria Sanchez Hernandez

Child = Maria Teresa Garcia Sanchez

If Maria Teresa García Sanchez marries Juan Arroyo López, she doesn't change her name. But it would be common for her to add "de Arroyo" (literally, "of Arroyo") at the end.

Since things can get a bit complicated for Spanish-speaking people living in the U.S. where it is not the norm to use two family names, some decide that all family members should use just the father's paternal family name. Another option is to hyphenate the two surnames names, e.g., Juan Arroyo-López and Maria Teresa García-Sanchez.

Two surnames can often cause confusion when, not being aware of how Spanish surnames work, the first surname is taken as the person's middle name and the second (mother's) surname taken as the last name. Not understanding how Spanish names and surnames work is the reason Spanish-speaking persons in the U.S. often have difficulties caused by their names and surnames being handled incorrectly.

Most Spanish-speaking people do not use middle names the way we usually do in the U.S. (i.e., a name we rarely use or use only as an initial). They often have both a first name (*primer nombre*) and a second name (*segundo nombre*), and they use both. So you have names like *Juan Miguel*, *Maria Teresa* or *Jose Luis*. It is similar to compound first names in the U.S. like Billy Joe, Rose Ann, Mary Jane, etc. For women, in addition to compound first names you also have first names that come from names for Mary: Maria de la Luz, Maria del Rosario or Maria de Jesus. Maria de la Luz may go by Maria or by Luz but should be addressed with the whole name. Ma. is commonly used abbreviation for Maria. A woman named Maria Guadalupe may go by Maria or Guadalupe or just Lupe. Jose Guadalupe and Jose Maria are both common names for men. Men can also have names with de, like Jose de Jesus. So when recording Spanish names put the whole name (Maria Teresa) in the spot for the first name, and both surnames (Garcia Sanchez) in the place for the last name.

To ensure proper recording of sacraments it is highly recommended that a birth certificate be used to ensure the correct handling and spelling of the data required for a baptismal record. For all subsequent sacraments, the data from the baptismal certificate should be used.

HOW VIETNAMESE NAMES WORK

Vietnamese names put the family name first followed by the middle and given names. Take Pham Van Duc, for example: Pham is the family name or what we call the last name. Van is the individual's middle name, and Duc is the given or first name. Vietnam has about 300 family or clan names. The most common are Le, Pham, Tran, Ngo, Vu, Do, Dao, Duong, Dang, Dinh, Hoang and Nguyen—the Vietnamese equivalent of Smith.

The family name, positioned first, is passed on by the father to his children. It is estimated that there are around one hundred family names in common use, although some are far more common than others. The name Nguyễn is estimated to be used by almost 40% of the Vietnamese population. The top three names are so popular because the king would sometimes grant people the privilege of using the family name of the king, to reward their loyalty. Over many generations, the family names became permanent. In Vietnamese cultural practice, women always keep their family names once they marry, just as in other East Asian cultures.

The most common family names among the Vietnamese are the following (added together these 14 names account for 90% of the people):

Nguyễn, Trần, Lê, Phạm, Huỳnh/Hoàng, Phan, Vũ/Võ, Đặng, Bùi, Đỗ, Hồ, Ngô, Dương, Lý

Most Vietnamese have one middle name, but it is quite possible to have two or more, or even no middle names at all. In the past, the middle name was selected by parents from a fairly narrow range of options. Almost all women had *Thị* as their middle name, and many men had *Văn*. More recently, a broader range of names have been used, and people named *Thị* sometimes omit their middle name. *Thị* is by far the most common female middle name. Some common male middle names include *Văn*, *Hữu*, *Đức*, *Thành*, *Công*, *Quang*.

The given name is the primary form of address for Vietnamese. It is chosen by parents and usually has a literal meaning in the Vietnamese language. Names often represent beauty, such as bird or flower names, or attributes and characteristics that the parents want in their child, such as modesty (*Khiêm*). Typically, Vietnamese will be addressed with their given name, even in formal situations, although an honorific equivalent to "Mr.", "Mrs.", etc. will be added when necessary. This contrasts with the situation in many other cultures, where the family name is used in formal situations.

In the U.S. most Vietnamese change the order of their names to adapt to the U.S. custom of putting the family name last. Children born to Vietnamese families may be given traditional Vietnamese names but also have an American name that they go by. To ensure the correct spelling and handling of Vietnamese names it is a good idea to request a copy of the person's birth certificate.

APPENDIX C

PARISH RECORDS LOCATOR

Diocese of Grand Island

Parish Records Locator

All Main Churches are alphabetical by City

CITY	MAIN CHURCH	MISSION CHURCH/ OTHER	TOWN	BEGINNING DATE	ENDING DATE
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Ainsworth	St. Piux X			1955	Present
		Holy Cross	Basset	1964	Present
		Sacred Heart	Long Pine	1919	Present
		Sacred Heart	Wood Lake	1919	Present
		St. Michael	New Port	1919	Present
		St. Agnes	Norden	1919	Present
Alliance	Holy Rosay			1849	Present
		St. Bridget Including Mirage Flats Lawn Curley	Hemingford	1912	Present
		St. Joseph Hospital	Alliance	1917	1972
Bridgeport	All Souls			1971	Present
		St. Mary's a.k.a St. Boniface	Dalton	1917	Present
		Sacred Heart	Bayard	1947	Present
		St. Dominic	Broadwater Angora	1917	1951

Broken Bow Including: Ansley Mason City	St. Joseph Sacred Heart St. Thomas	1885				Present
		St. Anselm Includes St. Paul	Anselmo Merna	1888	Present	
		Assumption of the Blessed Virgin Mary	Sargent	1910	Present	
Chadron	St. Patrick	1886				Present
Chappell Including: Lodgepole	St. Joseph Sacred Heart	1918				Present
		St. Elizabeth Including: St. Gail St. Ansgar	Oshkosh Lisco Lewellen	1921	Present	
Cozad	Christ the King	1964				Present
		Our Lady of Good Counsel Including Sacred Heart	Gothenburg	1913	Present	
			Brady	1964		1989
Crawford	St. John the Baptist	1896				Present
		Including: Montrose	The Nativity of the Blessed Virgin Mary	Harrison	1940	Present
Elm Creek	Immaculate Conception	1907				Present
		Holy Rosary	Overton	1907	Present	
		St. John Capistran Including St. Patrick	Amherst Eddyville	1904	Present	
Gering	Christ the King	1958				Present

Gordon	St. Leo			1962	Present
		St. Columbkille	Hay Springs	1922	Present
		Immaculate Conception a.k.a. St. Mary	Rushville	1906	Present
		St. Elizabeth	Merriman	1974	
Grand Island	Blessed Sacrament			1959	Present
Grand Island	Cathedral of the Nativity of the Blessed Virgin Mary			1878	Present
Grand Island	Resurrection			1973	Present
Grand Island	St. Leo			1973	Present
Kearney	Prince of Peace			1986	Present
Kearney	St. James			1886	Present
Kimball	St. Joseph			1921	Present
Lexington	St. Ann			1882	Present
Loup City Including: Sacred Heart	St. Josaphat			1882	Present
	Archadia	St. Francis	Ashton	1902	Present
		Mount Carmel	Paplin	1882	Present
		St. Gabriel	Hazard	2003	Present
Mitchell Including: Morrill Lyman	St. Teresa			1932	Present
	St. Ann Sacred Heart				

Mullen Including: Brownlee Hyannis Thedford	St. Mary	1964		Present	
	St. Joan of Arc All Saints St. Thomas of Canterbury	Sts. Peter and Paul	Seneca	1918	Present
North Platte	Holy Spirit	1973		Present	
		Our Lady of Guadalupe	Hershey	1982	Present
		Sacred Heart	Sutherland	1920	Present
North Platte	St. Partick	Present			
		Sacred Heart	Brady		1962
Ogallala	St. Luke	1913		Present	
		St. Patrick	Paxton	1920	Present
Ord	Our Lady Of Perpetual Help	1908		Present	
		Sacred Heart	Burwell	1910	Present
		St. Theresa	Ericson	1937	6/30/2003
		St. Patrick	Scotia	1922	1928
		Sacred Heart	Arcadia	1933	4/1981
		St. Mary	Elyria	1883	4/1892
		St. Wenceslas	Geranium	1910	7/1990
		St. Stanislaus	Boleszyn	1884	9/1958
Ravenna	Our Lady Of Lourdes	1917		Present	
		St. Mary	Rockville	1887	Present
		St. Mary Including: St. Wenceslaus	Prairie Center	1913	Present
		St Mary Including: St. Gabriel	Pleasanton Hazard	1933	2003
St. Libory	St. Libory	1878		Present	

St. Paul	Sts. Peter and Paul			1910	Present
		St. Joseph	Elba	1885	Present
		St. Anthony of Padua	Farwell	1877	Present
		St. Wenceslas	Warsaw	1880	1935
Scottsbluff	Our Lady Of Guadalupe			1921	1937
				Missing 1937 to 1943	1943
					Present
		St. Theresa	Mitchell	1921	1928
		Sacred Heart	Lyman	1921	1928
		Sacred Heart	Bayard	1921	1928
Scottsbluff	St. Agnes	St. Mary	Minatare	1921	1928
Scottsbluff	St. Agnes			1912	Present
		St. Mary's Hospital	Scottsbluff	1948	1980
Sidney	St. Patrick			1886	Present
		Queen of Peace Chapel	Sidney	1957	10/1958
Spalding	St. Michael			1880	Present
		Sacred Heart	Greeley	1894	Present
		St. Patrick	Scotia	1929	Present
		St. Joseph	Wolbach	1973	1999
		St. Theresa	Ericson	2003	Present
Stapelton Including: Oconto					
Valentine	St. Nicholas			1882	Present
		St. Mary	Nenzel	1915	Present
Wood River	St. Mary			1886	1962
				Missing 1963 to 1987	1986
					Present
		Sacred Heart	Shelton	1922	Present

APPENDIX D

SAMPLE LETTER TO PARISH OF BAPTISM

[PARISH LETTERHEAD]

Notification of Sacraments Received

Date

[Address of Baptismal Parish]

Dear Parish Staff,

This letter is to inform you that [Name of Individual], who was baptized at your church, recently received the Sacrament of [First Communion, Confirmation, Marriage]. The date of his/her baptism was [Month/Date/Year of Baptism].

Please incorporate the following information into the baptismal entry for this person:

This person received [Sacrament] on [Date] at [Parish Name and City]

(if this letter is about marriage, include name of the spouse)

Thank you for your kind assistance in this matter.

Sincerely,

[Name and Title]

Please complete the bottom portion of this letter and return it to us in the enclosed envelope.

The entry regarding [sacrament] has been made in the Baptismal Registry regarding [Name of Individual].

Pastor/Delegate Printed Name

Pastor/Delegate Signature

Name of Parish

Date _____

PARISH SEAL

APPENDIX E

PUBLIC REQUEST FOR SACRAMENTAL CERTIFICATE



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Public Request for Sacramental Certificate

To request your own certificate, please fill out the following fields:

Name: _____

Date of Event: _____ Date of Birth: _____

Parish: _____ Parish Location: _____

If you are unaware of what parish the event took place in, be as specific as possible in regard to the location or neighborhood. Furthermore, 'Pittsburgh,' is too general of a location – please narrow that down to a city neighborhood, like 'Bloomfield', 'Uptown', or 'South Side,' for example.

Type of certificate (circle): Baptism First Communion Confirmation Marriage

Father's Name: _____

Mother's Name (include maiden name): _____

Phone Number or Email Address (in case we need to contact you): _____

Your Signature: _____

Please provide a copy of your photo ID below (or on an attached paper):

Please mail this completed document, along with a self-addressed stamped envelope to the parish where your record is located.

All fields must be filled out in order for the request to be processed.

To be filled in by the Parish Staff

Action taken: ☐ Certificate Sent on _____

☐ Requestor informed on _____ that record not found.

APPENDIX F

SAMPLE CERTIFICATE FOR SACRAMENTS

(To Print Certificates Log onto the Tribunal Section of Forms on the Diocesan Website)

Certificate of Baptism



Parish of _____

◆ This is to Certify ◆

That _____

Child of _____
FATHER'S COMPLETE NAME

and _____
MOTHER'S FULL MAIDEN NAME

Born in _____

on the _____ day of _____
MONTH AND YEAR

was **Baptized**

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

According to the Rite of the Roman Catholic Church

By _____

The sponsors being _____

As appears in the Baptismal Register of this church.

Book _____ Page _____ Line _____

Date _____
PASTOR SIGNATURE

PARISH SEAL

Notations

If no notations, please write “No Notations.”

First Communion Date _____
Church _____
Place _____

Confirmation Date _____
Church _____
Place _____
To _____
Date _____

Marriage(s) Church _____
Place _____
Date _____

Ordination Church _____
Place _____
Date _____

Religious Profession Church _____
Place _____

Other _____

Certificate of Confirmation



Parish of _____

◆ This is to Certify ◆

That _____
FIRST NAME MIDDLE NAME LAST NAME

Son/Daughter of _____

and _____

Baptized on _____

at _____
CHURCH CITY STATE

received the **Sacrament of Confirmation**

on _____
MONTH DAY YEAR

in the Church of _____

at _____
CITY STATE

in the Diocese of _____

by the Most Rev. _____

The sponsor being _____

Confirmation Name _____

As appears in the Confirmation Register of this church.

Book _____ Page _____ Line _____

Date _____
PASTOR SIGNATURE

PARISH SEAL

Certificate of First Communion



Parish of

◆ This is to Certify ◆

That _____

Baptized on _____

at _____
CHURCH CITY STATE

Parents _____

received **First Holy Communion**

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

As appears in the First Communion Register of this church.

Book _____ Page _____ Line _____

Date _____
PASTOR SIGNATURE

PARISH SEAL



The Parish of

In the Diocese of _____

Joyfully welcomes into **Full Communion**

with the Roman Catholic Church

born on _____

in _____ and

baptized on _____

at _____ Church

in _____

who on this day _____

at _____
CHURCH CITY STATE

has made a Solemn Profession of Faith, and has been confirmed,

and has shared in the First Eucharist.

Sponsor _____

Minister _____

Confirmation Name _____

As appears in the Register of Those Received into Full Communion of the Church at this church.

Book _____ Page _____ Line _____

Date _____

PASTOR SIGNATURE

PARISH SEAL

Certificate of Marriage



Parish of

◆ This is to Certify ◆

That _____

and _____

were lawfully **Married**

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

According to the Rite of the Roman Catholic Church

and in conformity with the laws of

State of _____

Rev. _____ officiating,

in the presence of _____

and _____, Witnesses.

As appears in the Marriage Register of this church.

Book _____ Page _____ Line _____

Date _____

PASTOR SIGNATURE

PARISH SEAL

APPENDIX G

AFFIDAVITS FOR SACRAMENTS

(To Print the Affidavits Log onto the Tribunal Section of Forms on the Diocesan Website)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Priest/Deacon Affidavit Regarding Baptism

Name of Individual at time of Baptism _____

A certified copy of the Baptismal certificate is not possible because (please check the reason):

- ☐ The Baptism was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

Officiant Name (Priest or Deacon) _____

Address/City/State/Zip _____

I hereby attest that the above-named person was baptized by me, in accordance with the laws and rites of the Roman Catholic Church on (month/date/year) _____

(at) Name of Church _____

Address/City/State/Zip _____

Parents (if known) _____

Godparents/Sponsors (if known) _____

Signature of Priest/ Deacon

Date

Printed Name of Priest/Deacon

(Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate

Date _____

(Affix Chancery Seal) 5



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Personal Affidavit Regarding Baptism

Name of at time of Baptism _____

Current Address _____

A certified copy of the Baptismal certificate is not possible because (please check the reason);

- ☐ The Baptism was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

I hereby attest that I remember my baptism and that: (*check one that applies to your situation*)

☐ I am a *baptized Catholic*. Date of Baptism _____

Name of Church and Address/City/State/Zip _____

☐ I am a *baptized Christian*. Date of Baptism _____

Name of Church and Address/City/State/Zip _____

Signature _____ Date _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Signature of Pastor _____ Date _____

Printed Name of Pastor _____

(Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate _____

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit Regarding Baptism

Name of Individual at time of Baptism _____

A certified copy of the Baptismal certificate is not possible because (please check the reason):

- ☐ The Baptism was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years and that (check one):

- ☐ He/She is a baptized Catholic. Date of Baptism: _____
Name of Church and Address/City/State/Zip: _____
☐ He/She is a baptized Christian. Date of Baptism: _____
Name of Church and Address/City/State/Zip: _____
☐ He/She has never been baptized, sprinkled, christened, or initiated into any Christian religion.

If you are not a parent or the godparent of the above-named party, what is the source of your knowledge about his/her baptism and religious background? _____

Signature _____ Date _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____

(Affix Parish Seal)

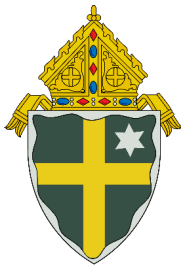
If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit First Communion

Name of Individual at time of First Communion _____

A certified copy of the First Communion certificate is not possible because (please check the reason):

- ☐ The First Communion was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years and that he/she received First Communion on _____

at (Name of Church) _____

Address/City/State/Zip _____

Were you present at the First Communion? ☐ Yes ☐ No

If No, how do you know about the First Communion? _____

Proof of First Communion offered ☐ Witness Affidavit only ☐ Photograph ☐ Video

☐ Other _____

I _____, solemnly swear before God and my conscience that I have told the truth, the whole truth, and nothing but the truth, insofar as I know it."

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____ (Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate _____

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit Regarding Confirmation and First Communion

Name of Individual at time of Confirmation/ First Communion _____

A certified copy of the Confirmation and First Communion certificate is not possible because (please check the reason):

- ☐ The Confirmation and First Communion were not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years and that he/she was confirmed on

_____ and received First Communion on _____

at (Name of Church) _____

Address/City/State/Zip _____

Were you present at the Confirmation/First Communion? ☐ Yes ☐ No

If No, how do you know about the Confirmation/First Communion? _____

Proof of Confirmation/First Communion offered ☐ Witness Affidavit only ☐ Photograph ☐ Video
☐ Other _____

I _____, solemnly swear before God and my conscience that I have told the truth, the whole truth, and nothing but the truth, insofar as I know it."

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____ (Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate _____

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit Regarding Confirmation

Name of Individual at time of Confirmation _____

A certified copy of the Confirmation certificate is not possible because (please check the reason):

- ☐ The Confirmation was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years and that he/she was confirmed on

at (Name of Church) _____

Address/City/State/Zip _____

Were you present at the Confirmation? ☐ Yes ☐ No

If No, how do you know about the Confirmation? _____

Proof of Confirmation offered ☐ Witness Affidavit only ☐ Photograph ☐ Video

☐ Other _____

I _____, solemnly swear before God and my conscience that I have told the truth, the whole truth, and nothing but the truth, insofar as I know it."

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____ (Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Date _____

Chancellor/Bishops Delegate _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit Regarding Civil Marriage

Groom's Name _____

Bride's Name (use Maiden) _____

A certified copy of the Confirmation certificate is not possible because (please check the reason):

☐ There is no record of the marriage with the county where the wedding took place, which has been verified by the county (see attached letter.)

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the person named earlier _____

I hereby attest that I have known the above-named person for _____ years and that (check one):

and I was present at their wedding on (date) _____

at _____

Address/City/State/Zip _____

Signature _____ Date _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

☐ I know the witness personally

☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____

(Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate _____

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Priest/Deacon Affidavit Regarding Marriage (or Convalidation)

Groom's Name _____

Bride' Name (use Maiden) _____

A certified copy of the Marriage certificate is not possible because (please check the reason):

- ☐ The Marriage was not entered into the sacramental register book, which the parish verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

Officiant Name (Priest or Deacon) _____

Address/City/State/Zip _____

I hereby attest that the above-named person was Married by me, in accordance with the laws and rites of the Roman Catholic Church on (month/date/year) _____

(at) Name of Church _____

Address/City/State/Zip _____

Name of Witness _____

Name of Witness _____

Signature of Priest/ Deacon

Date

Printed Name of Priest/Deacon

(Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate

Date _____

(Affix Chancery Seal)



Catholic Diocese of Grand Island

2708 Old Fair Road ♦ Grand Island NE 68803 ♦ 308-382-6364

Witness Affidavit Regarding Marriage (or Convalidation)

Groom's Name _____

Bride's Name (use Maiden) _____

A certified copy of the Confirmation certificate is not possible because (please check the reason):

- ☐ The Confirmation was not entered into the sacramental register book, which the parish has verified.
☐ The parish's records were destroyed by fire or other natural disasters, which the parish and/or diocese verified.
☐ Other _____

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth when responding to this affidavit?" ☐ Yes ☐ No

Witness Name _____

Current Address/City/State/Zip _____

Your relationship to the person named earlier _____

I hereby attest that I have known the above-named person for _____ years and that (check one):
and I was present at their wedding on (date) _____

at (Name of Church) _____

Address/City/State/Zip _____

Signature _____ Date _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE (please choose one):

- ☐ I know the witness personally
☐ I have verified his/her government-issued identification.

Type and Number (Driver's License, Passport, etc.): _____

Signature of Pastor _____ Date _____

Printed Name of Pastor _____

(Affix Parish Seal)

If the deposition is taken outside of the Diocese of Grand Island, it must be approved by the Chancery office of the Witness' residence.

Diocese _____

Chancellor/Bishops Delegate _____

Date _____

(Affix Chancery Seal)