



ARCHDIOCESE OF HARTFORD ARCHIVES

Sacramental Records

Purpose of Sacramental Records:

- Sacramental Records are private records mandated by Canon Law, which are created and used by the Church for the purpose of tracking Sacraments received by an individual over the course of his/her lifetime. Sacramental Records are created in circumstances presumed to be private and confidential.
- Sacramental Records are the property of the Church and are not public records in the sense that they are not open to immediate examination and inspection by anyone for whatever reason.
- In civil law, Sacramental Records will stand as valid, authentic evidence when an appropriate civil record does not exist.

To obtain Sacramental Records (for official reasons only):

- A Sacramental certificate will be issued for official religious and civil reasons only.
- An individual may request a copy of his/her own Sacramental certificates. Parents and legal guardians may also request Sacramental certificates for their minor (under 18) child. Officials of the Archdiocese of Hartford, other diocese, or Roman Catholic parishes may also request Sacramental certificates for official reasons.
- The Archdiocese of Hartford does not maintain a centralized database for Sacramental Records. Sacramental Records are hand-recorded in the bound Sacramental Registers of the parishes. The Sacramental Registers are maintained by the local parishes, not the Archdiocesan Archives. Please contact the parish in which the Sacrament was conferred (or the welcoming parish in cases of merger and suppression) before contacting the Archdiocesan Archives.

- The Archives will provide assistance in so far as helping individuals to determine which parish(es) may house the required records. It is the responsibility of the individual seeking a record to contact the parish(es) directly, not the Archives.
- For Sacraments received at hospitals, schools, or other non-parish locations, please contact the respective institution and/or parish affiliated with the institution for assistance.
- Please contact the Dioceses of Bridgeport and/or Norwich for Sacramental Records of parishes and institutions under their jurisdiction.
- If you are unsure of the church/parish, city/town, and/or dates for a Sacramental Record, please consult family civil and legal documents; review family address books, letters, scrapbooks, and photograph albums; contact living relatives; and partner with local libraries and historical societies to aid your search before contacting the Archdiocesan Archives. Past addresses, names of officiating clergy, and major landmarks can be useful to the Archivist in narrowing the search.
- Please complete the following form and return it directly to the parish or institution where the Sacrament was administered.



**ARCHDIOCESE OF HARTFORD
ARCHIVES**

**SACRAMENTAL RECORD REQUEST FORM:
*FIRST COMMUNION CERTIFICATE***

Contact Information

(Person making the request)

[Please print]

Name:

Last

First

M.I.

Address:

Street name & number

Apt/Ste/Rm #

City/Town

State

Zip Code

Phone number:

Area Code

Number

(Extension)

Email (optional): _____

Relationship to person whose record is requested:

(If record is your own, write in: SELF; if an official authority, please indicate as such)

Reason for request: _____

Support document(s) enclosed (required, if you are not requesting your own record):**

Certificate will only be issued for valid official reasons

(-over-)

First Communion Record

(Person whose record you are requesting)

Please complete form as thoroughly as possible

[+ = Information required for a search to be done]

+Name of Recipient: _____
(at time of Sacrament) Last First Middle

+Date of birth/baptism: _____
(approximate) Month Day Year

+Date of 1st Communion: _____
(approximate) Month Day Year

+Location: _____
City/Town (Conn.) Parish/Church

Parent (mother): _____
First M.I. Last (Maiden)

Parent (father): _____
First M.I. Last

Officiant: _____
(if known) Title First Last

Requestor's signature: _____

Date: _____

Please mail completed form with copy of valid photo ID* (i.e., driver's license, state ID, passport, military ID, etc.) and any supporting documents** directly to the parish holding the books. Please contact the parish directly with any questions.

No fee is charged when certificate is issued for verifiable official reason.

**Copied photo ID must be current and legible.*

***Please include copy of official request letter/notice or other relevant documents (as applicable).*

- THIS FORM IS NOT FOR GENEALOGY REQUESTS -