

Request for copy of Sacramental record

Our sacramental registers are subject to the requirements of the General Data Protection Regulation.

Consequently we may only issue a copy of an entry in our registers to the person who received the sacrament, or, until they are 12 years old, to their parent/guardian.

In all cases we need to ask anyone who requests copy entries to provide evidence of their identity, so that we can be certain that we are giving the information to one who is entitled to it.

REQUESTING A COPY OF A RECORD ABOUT YOURSELF?

1. Please complete the form below
2. Provide one of the following as evidence of your identity: Driving licence or passport, or bank statement or credit card statement or letter from a government agency. *If you have none of these, please let us know what other evidence of identity you can let us have.*

REQUESTING A COPY OF A RECORD FOR A CHILD UNDER 12?

1. Please complete the form below
2. Provide one of the following as evidence of your own identity: Driving licence or passport, or bank statement or credit card statement or letter from a government agency. *If you have none of these, please let us know what other evidence of identity you can let us have.*
3. Provide a copy of the child's birth certificate

REQUESTING A COPY OF A RECORD FOR SOMEONE WHO HAS DIED?

Please complete the form below and provide a copy of their death certificate.

HOW WE WILL SECURE YOUR EVIDENCE OF IDENTITY

- If you make your request in person we will check the original document and return it to you there and then. We will not take a copy.
- If you post a copy to us we will check it and then shred it or send it back to you without keeping a copy. If you wish us to return it to you please confirm that on the form below and enclose a 1st Class stamped addressed envelope or prepaid registered mail envelope.

PROVIDING YOUR COPY ENTRY

- If you want us to email the copy entry to you we will need you to confirm we should email you a scanned copy of the entries (normally a pdf) without any additional security or encryption. *(NB some authorities will not accept a PDF of a certificate, so check with them before requesting this option)*
- If you want us to post the copy entry to you we will need you to confirm that on the form below and enclose a 1st Class stamped addressed envelope or prepaid registered mail envelope.

I request a copy of the record of the baptism/confirmation/marriage of.....
(please circle the record you are asking for)

which took place in the parish of St Nicholas, Boldmere on(date)

MY DETAILS Name

Address Postcode.....

Phone Email

If you presently attend Mass at St Nicholas please present to Fr Allen in person

- *this form*
- *and your evidence of identity*

Otherwise please send

- *this form and necessary proof of identity*
 - *a cheque for £10 made payable to 'Parish of St Nicholas'*
 - *and stamped addressed envelope for posting certificate to you.*
- NB Your certificate will be posted to you, unless you tick here ☐ to confirm that you will accept a PDF e-mailed to you, without any additional security or encryption.**
- to The Parish Priest, St Nicholas, 243 Jockey Road, Boldmere, W Midlands, B73 5US**

St Nicholas Catholic Church, Boldmere

Website: www.stnicholasboldmere.co.uk

*Our Parish is part of the Archdiocese of Birmingham: Registered Charity No. 234216
For details of Privacy Policy <https://www.birminghamdiocese.org.uk/privacy-policy>*

Office use

Identification:

Certificate Issued: