

Request for information from the R. C. Diocese of Prince Albert Archives

1. Request for parish records: (Please circle)

a. Baptism Confirmation Marriage Burial

b. Place _____

c. Date _____

d. Name of person(s); (Include alternate spellings, nicknames, adopted names, etc.) _____

Person 1 _____

Person 2 _____

Person 3 _____

e. Name(s) of parent(s)

Person 1 _____

Person 2 _____

Person 3 _____

f. Relationship of the researcher to the subject(s) _____

g. Purpose of the request/search _____

2. Request for other than parish records:

a. Event _____

b. Place _____

c. Date _____

d. Purpose of the request/search _____

Public Access

1. Privacy of Records:
 - a. Sacramental records are private in that they are intended to document an individual's status within the church.
 - b. They are public in that they assist with a partial proof of age, along with census records and other avenues by Vital Statistics offices.
 - c. Just as public records have restricted access for long periods of time, such as census records, the Church may also legitimately impose restrictions on access.

2. Access and Restrictions:
 - a. The Vatican Archives use a 75-year rule permitting researcher access to its collections prior to that.

3. Protection against Violations:
 - a. Protection against the remote possibility that violations of the rights of privacy of the living and recently deceased may occur, all researchers should be asked to sign a statement with the following general principles:
 - i. Recognition that use of the records is a privilege, which may be revoked by the Church.
 - ii. An agreement not to publish the documents or substantial portions of them without specific permission to do so from the appropriate Church officials (bishop, chancellor, archivist, pastor, etc.).
 - iii. An agreement not to reproduce them in any form without permission.
 - iv. An agreement to indemnify and hold harmless the Church (diocese, chancery, bishop, etc.) for any actions in civil law that may arise from violations of privacy rights resulting from the use of these records.

To obtain sacramental records:

1. Identification:
 - a. Birth certificates, Social Security card, driver's licence, Saskatchewan Health card, passport, or a reference from a professional person such as a teacher, clergy, or government official who vouches for the identity.

2. Authorized recipients:
 - a. Person named is over age 18
 - b. Parent or legal guardian if person named is under 18
 - c. Roman Catholic clergy or designates for the purpose of canonical investigations, or reception of other sacraments
 - d. Officials of the Diocese who can identify the person

- e. Written permission of the “identified” person for other parties to obtain the records
 - f. Other parties, if by court order, subpoena, or a summons
3. Information required to obtain sacramental information:
 - a. Name of parish
 - b. Name of sacrament
 - c. Name of recipient
 - d. Approximate date and year
 - e. Name, address, daytime phone number, e-mail address, and signature of the person making the request
 - f. Parents’ names
4. What is the purpose for the information at this time?
5. Certificates can only be obtained from the parish or centre where the original register is kept and cost \$20.
6. The certificate must have the official seal or stamp.
7. Information regarding the whereabouts of the original register may be obtained from the parishes and the diocese office.