

**Diocesan Data Protection Act Guidance**  
**Request for Copies of Baptism, Confirmation Certificates**

**Personal Requests (Restricted)**

From time to time, many people find it necessary to request a copy of a Certificate of Baptism, or a record of their Confirmation or Marriage in Church. Most commonly, this will be in connection with a marriage or a school application.

In order to comply with the requirements of the Data Protection Act, all such requests need to be made in writing and certificates can only be issued to those named on the record – for instance, the person who was baptised, or, in the case of someone under the age of 16, their parent or guardian.

Because requests need to be signed and we need to retain a written record of all requests for access to our sacramental registers, we are unable to accept requests by phone or e-mail.

**Research / Family Tree Requests (Partially Restricted)**

Once an individual is deceased, their personal data is no longer covered by the Data Protection Act. However, the impact on living relatives should be considered prior to disclosure. Personal information contained in a record of burials may be considered sensitive or liable to cause distress. We need to take into consideration the implications associated with that data.

Within data protection protocols a lifetime is assumed to be 100 years, therefore the Diocese restricted periods are as follows:-

<b>Certificate Type</b>		
<i>Baptism</i>	<i>Confirmation</i>	<i>Marriage</i>
100 years	90 years	85 years

Therefore third parties may access records of individuals outside these time limits.

**Request and Declaration**

I request the certificate as indicated below and confirm that in the case of a baptism or confirmation certificate I am that individual or where the individual is a minor I am a parent of that individual. In the case of a Marriage Certificate I am one of the individuals

Certificate Required: Baptism/Confirmation (underline the required certificate/s)

Name of Person for whom certificate is required \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*I declare that all the information I have given is true to the best of my knowledge and belief*

Signature of  
Parent/Applicant \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Diocesan Data Protection Act Guidance  
Request for Copies of Marriage Certificates**

**Personal Requests (Restricted)**

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100 years	90 years	85 years

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**Request and Declaration**

I request the certificate for:

Name of Parties for whom certificate is required \_\_\_\_\_

*I declare that all the information I have given is true to the best of my knowledge and belief and confirm that I am one of the parties to whom the certificate applies*

Signature of Party \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_