

COCHRANE STREET UNITED CHURCH

**81 Cochrane Street
St. John's, NL
A1C 3L7**

REQUEST FOR CERTIFICATES

(Please see application form)

The National and Conference Committees on Records, Archives, and History are concerned about the possible fraudulent use of certificates obtained through churches. The following guidelines are recommended, as outlined in the memorandum from the Conference Committee dated November 2002.

The office staff, or the minister, will, in most cases, be the initial contact for these requests. When accepting an application form for copies of entries from registers (especially when the person inquired about is living), the reason for the request **MUST** be obtained. As well, the relationship between the person requesting the information and the person whose record is being obtained must be noted.

The Records, Archives, and History Committee of Cochrane Street United Church will accept responsibility for processing the requests after being notified by the person completing the request form. After processing the request, the application form with the required information from the register will be returned to the office staff.

The office staff will be responsible for:

- completing the certificate form and obtaining the minister's signature if a certified copy of the register entry is required,
- producing photocopies of the certificates, and
- distributing the completed certificates if certified, or if not, the required information obtained from the register.

The office staff are also responsible for collecting the appropriate fees.

The photocopies of the certificates or the information copied from the register along with the original request form will then be filed in a binder kept in the office.

At the end of each calendar year, the request forms and copies of certificates will be transferred to the Archives.

Please make note if there is suspicion that the information is being requested without the permission of the person named in the record.

The federal government will no longer accept baptismal certificates for SIN or passport applications. Persons requesting documentation for these should be referred to Vital Statistics Department of the Provincial Government. (A baptismal certificate is a religious document, not a civil one, and does not substitute for a birth certificate which can only be obtained from Vital Statistics.)

September 2003, Feb 2008

CERTIFICATE REQUEST APPLICATION FORM

FORM OF REQUEST: MAIL E-MAIL TELEPHONE IN PERSON FAX
SELECT ONE: CERTIFIED CERTIFICATE ABSTRACT

NAME DATE OF REQUEST
MAILING ADDRESS
TELEPHONE
SIGNATURE OF APPLICANT (*if in person*) RELATIONSHIP TO PERSON on certificate
REASON CERTIFICATE REQUIRED (*be very specific*)
SEND CERTIFICATE BY MAIL? WILL PICK UP CERTIFICATE?

IF BAPTISMAL CERTIFICATE REQUIRED, COMPLETE THIS SECTION

BIRTH SURNAME
DATE OF BIRTH (*M/D/Y*) PLACE OF BIRTH
SURNAME OF FATHER GIVEN NAMES
BIRTH SURNAME OF MOTHER GIVEN NAMES

IF MARRIAGE CERTIFICATE REQUIRED COMPLETE THIS SECTION

SURNAME OF GROOM GIVEN NAMES
SURNAME OF BRIDE PRIOR TO MARRIAGE GIVEN NAMES
DATE OF MARRIAGE (*M/D/Y*)

IF BURIAL CERTIFICATE REQUIRED COMPLETE THIS SECTION

SURNAME GIVEN NAMES
DATE OF DEATH (*M/D/Y*)

There is a \$10.00 fee for each certificate requested. Fee collected? *If No, why not?*

ID checked if certificate picked up? *If No, why not?*

Date certificate picked up or mailed:

Signature of person handling this application:

***A photocopy of completed certificates is to be attached to this form,
and retained by the Records Committee.***