

# SACRAMENTAL CERTIFICATE REQUEST FORM

The Church of the Immaculate Conception  
4030 Jackson Street NE  
Columbia Heights, Minnesota 55421  
Phone: 763-788-9062 Fax: 763-788-0202  
www.ICCSonline.org

To request a sacramental certificate, please complete this form and return to the parish office. Requests must be made in writing, unless the request is being made by a diocesan or parish official.

In order to protect the confidentiality of these records, The Church of the Immaculate Conception can only release sacramental certificates to the individual named on the certificate (or the next of kin if deceased), or to their parent or legal guardian if the named person is under the age of 18, or a requesting parish or diocese.

## No certificates are issued for genealogical purposes

Name of the person whose certificate is being requested:

\_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

Names by whom this person has been known (maiden name, etc.) \_\_\_\_\_

Name of parents \_\_\_\_\_ Mothers maiden name \_\_\_\_\_

Name of the person requesting certificate: \_\_\_\_\_

Relationship to the person whose certificate is being requested: Self \_\_\_\_\_ Parent of a minor child \_\_\_\_\_

Reason for request: \_\_\_\_\_

Certificate requested and date sacrament conferred: \_\_\_\_\_

Requester's Contact Information:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_ I authorize The Church of the Immaculate Conception to release a copy of my sacrament certificate to:

Church Name and Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip \_\_\_\_\_

\_\_\_\_ I will pick up the certificate in the parish office and provide identification.  
(You will be asked to provide your driver's license or id when you pick up your certificate.)

**I certify that I have read the above information and that I am requesting my own certificate or that of my minor child.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only: \_\_\_\_\_ Identification viewed \_\_\_\_\_ Date certificate sent: \_\_\_\_\_