

# How do I get a copy of my Baptismal Certificate?

By Patty Chase

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To obtain a copy of your current baptismal certificate, write to your parish of baptism and request a current certificate. They will send you a sealed copy with all of your sacraments listed.

Only the parish holding the original sacramental records may issue a certificate.

For sake of the individual's privacy, only the person him/herself, another Catholic parish for sacramental reasons, or a Catholic tribunal for annulment reasons may obtain a certificate.

If the parish of baptism has been merged with another parish, contact the merged parish site.

If you are unsure of the name of the merged parish or if the parish was closed within the Archdiocese of Detroit, contact AOD Archives – phone (313) 237-5864, fax (313) 596-7199, or archives@aod.org.

If the parish was closed in another diocese, contact that diocesan archives office.

If the catechist would prefer that the PCL/ DRE/Principal not review the current baptismal certificate for privacy issues, at the catechist's preference, an affidavit signed and sealed by the pastor may be obtained instead.

By signing the affidavit, the pastor is attesting that he has seen the original certificate and the catechist is a fully initiated Catholic who is able to receive all of the sacraments.

Once the current baptismal certificate or signed and seal affidavit has been obtained, the PCL/DRE/Principal will verify that he/she has seen the certificate/affidavit by signing the Catechist Certification Reporting Form.

## Baptismal Certificates and Catechist Certification

By Judy Maten

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Catechists and Catholic School teachers have answered the invitation by Christ to proclaim and give witness to His teachings through instructing as Jesus commanded and mentoring others to active life in the community of faith.

To stand in this role requires zeal, conviction, and the ability to be a witness of their personal relationship with the Lord, as well as have background and understanding of Scripture, Catholic Church Doctrine, and Teachings.

For this reason, all teachers of the faith, whether in our Catholic Schools or parish Religious Formation programs must complete Catechist certification as well be fully initiated Catholics able to receive the sacraments.

These qualifications are noted in the Archdiocese of Detroit's policy and procedures guidelines (Policy 7, [Policies & Procedures Manual for Faith Formation/Catechetics in Parishes & Catholic Schools], September 2007).

Parish Catechetical Leaders (PCLs), Directors of Religious Education (DREs), and Principals must also be fully certified (Policy 5, Policies & Procedures Handbook for PCLs, 2007, and Policy 2005, AOD School Policies and Guidelines, dated 2004) and be fully initiated Catholics able to receive the Sacraments.

In order to fully comply with the policies to verify sacramental status, those who are acting in the roles of catechists and catechetical leaders, whether in religious formation programs or Catholic Schools, are required to submit a recent copy of their baptismal certificate which records a person's sacramental history as part of their certification.

Catholic School teachers should submit baptismal certificates to their principals by September 28, 2012. Catechists should submit their baptismal certificates to their Parish Catechetical Leader/ Director of Religious Formation by September 28.