**Guidelines for Dealing with Requests for Baptism, Confirmation and Marriage Certificates**

At parish level, you receive many requests for copies of Baptism, Confirmation and Marriage Certificates. A new standard request form has been compiled to make it easier for Parishes to deal with such requests and to comply with GDPR Regulations **(Please See Form F001).**

**Please adhere to the following guidelines:**

1. Please ensure that Form F001 is completed by all persons requesting a Sacramental Certificate.
2. If the person requesting the certificate is known to you, they are not required to produce up to date photographic identification. However, it would be advisable to note on the Request Form that the person requesting the certificate is known to you.
3. If the person requesting the certificate is **not** known to you, the person must produce an up to date form of photographic identification. You do not need to take a copy of the photographic identification.
4. If the person authorised to **collect** the Sacramental Certificate is not known to you, photographic identification must be produced. You do not need to take a copy of the photographic identification.
5. Always ensure that the photographic identification is **in date.**
6. Parishes also receive requests via e-mail or telephone requiring copies of Sacramental Certificates. Such requests will be dealt with in the same way. If the person requesting the certificate is for example living abroad, e-mail the Request Form, which they must fill in and also scan in a copy of up to date photographic identification. Once you have seen a copy of the up to date photographic identification, please ensure to then **delete** it from your records.
7. The same rules will then apply as in point 4 above re collection of certificates.
8. You can retain this request form for a period of 12 months and then dispose safely by shredding.

