

INSTRUCTIONS – PLEASE READ CAREFULLY

To obtain a Certificate or a Certified Transcript of Information contained in a Parish Register, an application form must be filled out and presented to the Diocese of Montreal.

A Certificate and/or Certified Transcript may be issued **ONLY** to individuals mentioned in these documents, or to individuals who prove their interest. Besides identifying themselves, individuals requesting a Certificate or Certified Transcript in which they are not mentioned **must** provide one of the following documents:

- Warrant of a Power of Attorney;
- Ruling for protective supervision of a person of full age;
- Declaration establishing their interest in obtaining the Certificate or Certified Transcript.

Identification of Applicant: Individuals requesting a Certificate or a Certified Transcript must provide two (2) pieces of identification: At least one of these must bear a photograph of the applicant (ex. driver's licence, Medicare Card, valid passport), and at least one must indicate their home address (ex. invoice from any utility company or cable company). In the case of a mail request, a photocopy of the documents will be accepted.

A Certificate or a Certified Transcript cannot be issued without submission of a fully completed application form. Please include the full legal names of parents, as well as the maiden name of the mother, in the case of a baptism. Parish registers are often hand-written and it can be difficult to decipher the handwriting – the information you provide may prevent your mother's name of Bernice being transcribed as Clarence.

The fee for a Baptismal, Marriage or Burial Certificate is \$35 CAD, and \$30 for Confirmation Certificates. Payment can be made by cheque, money order, VISA or Mastercard (or cash, if picked up in person). Cheques must be paid to the order of: **The Synod of the Diocese of Montreal**. An additional 5 \$ applies to cover fees the bank charges for USD transactions. Please add \$2 for an electronic version of the certificate(s).

NOTE: The archives will conduct a search upon payment of the nominal fee for research and handling; this fee is non-refundable in the event a record was not found.

Once completed and signed by the applicant, the form may be submitted in person, or by mail / email with payment to:

Archives
Anglican Diocese of Montreal
1444 Union Avenue
Montreal QC H3A 2B8

Should you require further information, contact the Archives Department of the Diocese of Montreal by:

Tel. 514-843-6577, ext 248
Fax 514-843-6344
E-mail archives@montreal.anglican.ca

IMPORTANT: Please fill out this form with a pen, in block letters. Use full names, including middle names.

APPLICANT – Individual to whom the document(s) will be sent | NOTE: Power of Attorney on p. 3

Name : _____

Address : _____
No. Street City

Postal Code Province/State Country Telephone or Email

Relationship of the requestor to the individual indicated on the extract _____

Reason for Research : _____ Historical Research : _____

BAPTISM – Complete with information concerning the person in whose name the document will be issued.

Surname according to the Act of Birth or Baptism: _____

First & middle name(s): _____ Date of birth: _____

Place of baptism: _____ Date of baptism: _____
Parish, municipality

Father's name(s): _____ Mother's name(s): _____

MARRIAGE – Complete with information concerning the marriage and spouses.

Date of marriage: _____

Bride's name: _____ Groom's Name: _____

Place of marriage (parish, municipality): _____

BURIAL – Complete with information concerning the deceased.

Name: _____

Date of death _____ Place of burial _____
Parish, municipality

CONFIRMATION – Complete with information concerning the confirmand.

Name: _____

Date of confirmation _____ Place of confirmation _____
Parish, municipality

SIGNATURE: _____ **DATE:** _____

POWER OF ATTORNEY

(To be completed only when mandating someone to request the certificate on your behalf)

I, the undersigned, (thereafter referred as "Principal") _____
Write your first and last names in block letters

Residing at _____
No Street Municipality Province/State

Give mandate to _____
First and last names of the legal representative

Residing at _____
No Street Municipality Province/State

- To require in my name:** My baptism certificate My marriage certificate My confirmation certificate
- The baptism certificate of the following person _____
 - The confirmation certificate of the following person _____
 - The marriage certificate of the following person _____
 - The burial certificate of the following person _____

In consequence thereof, I authorize my legal representative to RECEIVE ON MY BEHALF the **CERTIFICATE OF BAPTISM, CONFIRMATION, MARRIAGE OR BURIAL** requested on the front of this form, providing my personal information as required.

Signed at _____ on _____
Municipality Province/State Country Date

Signature of the Principal _____

FOR OFFICE USE ONLY	
Completed request form and fee received	<input type="checkbox"/>
Form received by	_____
Certificate or Transcript	mailed <input type="checkbox"/>
	picked-up <input type="checkbox"/>
on (date)	_____