

**OUR LADY OF THE ASSUMPTION CATHOLIC CHURCH**  
**Sacramental Record Procedure Sheet**  
**For Baptism**

Baptismal person's full name:	
Place of birth:	
Date of birth:	
Father's full name:	
Mother's first & maiden name:	
Mailing address & phone number:	
Received Baptismal booklet (sign & date):	
Godparents: 1.	
2.	

\* Per Church Law - if married, Godparents must be married through the Catholic Church and practicing the Catholic faith.

Name of church: \_\_\_\_\_

Date married: \_\_\_\_\_

(Priest or Deacon may ask you to produce documented proof of marriage)

**\*\* FOR OFFICE USE ONLY \*\***

Place of Baptism (church name and city):	
Date of Baptism:	
Minister who performed Baptism:	
Baptism recorded in Baptismal book:	
Baptismal entry made and certificate prepared by:	
Date Baptismal certificate was mailed:	
Date this procedure was returned to Pastor for review before filing:	

\* Copy of birth certificate of person being Baptized required.