



ARCHIVES

OF THE ROMAN CATHOLIC
DIOCESE OF BURLINGTON

55 Joy Drive • South Burlington, VT • 05403

Procedures for requesting sacramental records

1. Sacramental information may be requested by mail or by completing this [Sacramental Records Request Form](#). Due to Archives staffing limitations, requests are reviewed and researched once per month. Please allow 6 – 8 weeks for notification of research results.
2. Requests should include as much specific information as possible such as: **Surname, given name, maiden name** (when applicable), **date, location of ceremony, and record type (baptism, wedding, or funeral)**. Additional information helpful in determining the location of the record(s): **parents' names, birth dates, and address at the time of the ceremony** (approximate location of dwelling, if specifics are unknown).
3. Certified transcriptions or certificates are issued in English and include all pertinent family information except for confidential marginal notes made at the time the record was created (legitimacy, race, or nationality). Certified transcriptions are not issued for genealogical requests, but only when the requestor plans to continue with the sacraments in the Catholic Church.
4. Entries made at the time events took place are sacramental records, not vital statistics used in civil records. The Archives of the Diocese of Burlington cannot guarantee the accuracy of the information recorded in the registers.
5. To ensure the privacy of the requestor or person on whose behalf a record is requested, a valid government-issued copy of identification (passport, driver's license, military ID) is required with the [request form](#). If the request is made on behalf of someone else, proof of guardianship or power of attorney is required.