



ARCHIVES

OF THE ROMAN CATHOLIC
DIOCESE OF BURLINGTON

55 JOY DRIVE · SOUTH BURLINGTON, VT · 05403

PROCEDURES FOR REQUESTING SACRAMENTAL RECORDS

Please review and follow these steps when contacting the Archives of the Roman Catholic Diocese of Burlington for personal or genealogical records requests.

1. Please read the diocese's [Policy for Access of Sacramental Records](#).
2. Sacramental information may be requested by mail or by completing whichever form applies to your actual request (see below). Due to staffing limitations in the Archives, requests are reviewed and researched once per month. Therefore, for genealogy research requests, please allow 6 – 8 weeks for notification of research results.

[Personal Record Request Form](#)

[Genealogical/Family History Record Request Form](#)

3. 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).
4. Certified transcriptions are not issued for genealogical requests, but only when the requestor plans to continue with the sacraments in the Catholic Church. Certified transcriptions (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 may be such notations, although they *are not permitted* to ever be included when a record is created).
5. 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.
6. **For one's own personal records ONLY – this step is not required for genealogical/historical family record requests:** 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 who is unable to make the request for him/herself, proof of guardianship or power of attorney is required.