**ST. JOHN VIANNEY PARISH**

**S.O.P.**

**SACRAMENTAL RECORD REQUEST**

1. This is a request for a **COPY** of sacramental records:
* Baptism
* Communion
* Confirmation
* Marriage
1. Upon receipt of the Sacramental Record Request form:
* Stamp the date on the form & ensure Name of Candidate is the official name
* Search Sacramental Registry for the sacramental record & enter the Year, Page # & Line #
* Prepare Sacramental Certificate – all data/info must be according to the Sacramental Registry (not the Request form).
1. Go to folder “Office Shared- W”
2. Select folder: “Request for Sacramental Certificate”
3. Select Sacrament sub-folder:
* Baptism
* Communion
* Confirmation
1. Use **Original Template** to prepare certificate:
* Pastor
* Parochial Vicar (only if designated by the Pastor in writing)
1. **Preparation of Certificate**
* Enter data from the Sacramental Registry (not from the Sacramental Request form)
* Save completed certificate in respective **“YEAR”** folder
* Select the appropriate year, i.e. **Year the Sacrament is received**
* Save as: **Last Name**, **First Name, Registry #** (Year/Page #/Line #)

e.g. Gamas, Giovanni\_ #2021/10/1

1. **Printing of Certificate**
* Insert appropriate color paper in the “Multi-Purpose Tray”
* **Ivory color** – Baptism or Marriage
* **Grey color** - Communion or Confirmation
* Go to: Print Preview
* Select: Printer Properties
* Select: “Auto” color
* Go to: Source – select “Multi-Purpose Tray” (this is the default tray for manual feed printing)
* Print certificate
* Obtain Pastor’s signature on certificate
* Stamp official “SJV Seal”
* Call for certificate pick up. Have the candidate check the certificate for correctness.
1. **Filing**
* **Certificates**

Completed certificates must be placed in filing cabinet (Fr. McKeon room)

* 2nd drawer CURRENT CERTIFICATES
* Folder: SACRAMENTAL REQUESTS
* File in Alphabetical order – First Name (for quick & easy reference)
* **Sacramental Record Request form**

File in binder: **Sacramental Record Request** (Front Desk cabinet)