



INFORMATION FOR THOSE SEEKING SACRAMENTAL RECORDS

The Archives of the Archdiocese of Saint Paul and Minneapolis contains microfilm copies of sacramental records (baptism, marriage, death) for most parishes in the Minnesota counties of Ramsey, Hennepin, Anoka, Carver, Chisago, Dakota, Goodhue, Le Sueur, Rice, Scott, Washington, and Wright. The Archives also has some burial records for the metropolitan Catholic Cemeteries of Calvary (St. Paul), St. Mary's and St. Anthony (Minneapolis), and some rural churches.

REQUESTING SACRAMENTAL CERTIFICATES

All requests for Sacramental Certificates (official documents attesting to a sacrament having been conferred) created since January 1, 1925, should go to the parish that holds the sacramental record book. Sacramental records are issued for the purpose of establishing that a sacrament has been conferred or not conferred. They are *not* issued for the purpose of genealogical research. The requestor must be an authorized recipient.

Authorized recipients include:

- The individual named in the record (if over age 18 or an emancipated minor)
- A parent or legal guardian of the individual (if the individual is under 18)
- Officials of the Archdiocese of Saint Paul and Minneapolis, other dioceses, or of parishes of the Archdiocese or of other Roman Catholic Dioceses
- Next of kin of deceased individuals (legal proof required)
- Other parties as designated or permitted by court order, subpoena, summons, or state or federal statute

REQUESTING GENEALOGICAL INFORMATION

Records created before January 1, 1925, are not restricted beyond what is required by canon law. Nevertheless, to protect confidentiality, all genealogical research is done by Archives staff. No genealogical research is done at the parish level, nor will any information regarding sacramental records be provided by parish staff outside of what is outlined above.

If the sacramental record you are seeking is located in the Archdiocesan Archives, you will receive a photocopy of the record book entry. Sacramental certificates are not issued by the Archivist or archive staff nor are they produced for genealogical research or as family heirlooms.

You may direct initial inquiries regarding genealogical research to the Archdiocesan Archivist via email. The Archives staff will estimate the time needed to do the research, and respond with a research fee quote.

The research fee is \$26.75 per hour. A returned invoice and a check made payable to the **Archdiocese of St. Paul and Minneapolis** is necessary before the staff will undertake research. The fee includes copying services and postage for mailing copies of located records.

Contact the Office of Archives and Records Management: records@archspm.org.