Bringing people closer to Jesus Christ through His Church
Catholic Diocese of Portsmouth

Christ the King
CATHOLIC WINDSOR & ASCOT

REQUEST FOR COPY OF SACRAMENTAL CERTIFICATE/S

Please use this form if you require a copy of your Baptism and/or Confirmation certificate. Please submit your request to the relevant Parish office:
St Francis: stfrancisascot@portsmouthdiocese.org.uk
St Edwards and St Marks: parishoffice@catholicwindsor.org

1. GDPR

Under the UK General Data Protection Regulations (GDPR), the personal data in our Sacramental Registers is classified as special category data because it reveals the religion of the person who received the sacrament. Such information can only be given to the person who received the sacrament.

2. PROOF OF IDENTITY

So that we can be certain we are providing the information to the person who received the sacrament, anyone who requests copy entries from our Registers must provide proof of their identity and give explicit consent for their data to be processed.

If you require copy entries for your child under 12 we require evidence of your identity and a copy of the child's birth certificate. Children over 12 must request the copy certificate personally *or* provide written authorisation for the release of the information to a nominated adult. The child, and the nominated adult if there is one, must provide proof of their identity.

If you require copy entries for someone who has died we will ask for a copy of their death certificate unless they were born more than 110 years ago or received the Sacrament of Marriage more than 100 years ago.

3. PROVISION AND RETURN OF YOUR DOCUMENTS

Please provide one of the following as proof of your identity: Passport *or* Photo driving licence *or* National identity card *or* Birth Certificate.

It is preferred that you arrange to visit the parish office to show your proof of identity and collect a copy of your certificate. If this is impractical, please provide either a scanned copy or a signed photocopy of your proof of identity. *Do not send originals of your proof of identity.*

<u>Providing your proof of identity</u>

- If you call into the parish, we will check the original document and return it to you *without* taking a copy
- If you post a copy to us, we will check it and post it back to you *without* taking a copy. We will need you to confirm that it is acceptable for us to use ordinary post.
- If you scan a copy to us, we will check it and *delete* it from our system

<u>Returning your documents</u>

- If you require us to email a PDF of the copy entries to you we will need you to confirm that it is acceptable for us to send it without any additional security or encryption

- If you require us to post the copy entries to you we will need you to confirm that it is acceptable for us to use ordinary post

4. DATA PROTECTION

Under Articles 6 and 9 of the UK General Data Protection Regulation (GDPR), we require your express consent to process your personal data. The information you provide will only be used for the purposes of identifying you in relation to the copy certificate/s that you are requesting and responding to that request. In accordance with the Diocesan retention policy, the data you provide will only be retained for as long as it is required to fulfil your request and will be securely destroyed when your request has been fulfilled.

5. DETAILS OF THE PERSON REQUESTING THE COPY CERTIFICATE/S

Full Name	
Address	
Telephone Number	
Email Address	

6. PLEASE INDICATE WHICH CERTIFICATE/S YOU REQUIRE AND WHEN YOU REQUIRE IT/THEM

Baptism Certificate ☐ Confirmation Certificate ☐

Date required by ☐

7. DETAILS ON ORIGINAL CERTIFICATE/S

Name on Certificate	
Date of Baptism	
Place of Baptism	
Parents' Names	
Godparents' Names	
Date of Confirmation	
Place of Confirmation	

Confirmation Name	
Sponsor's Name	

8. CONSENT

I confirm that I understand the described use of my personal data and understand my data subject rights. I give my explicit consent for the information I have provided to be used for the purposes of fulfilling my request. I understand that I can withdraw my consent at any time and recognise that doing so will prevent the fulfilment of my request.

Signature	Date

9. SENDING YOUR DOCUMENTS TO YOU

If you are unable to visit the parish office to provide your proof of identity and collect your copy certificate, we require you to confirm that it is acceptable for us to send a hard copy certificate and return your proof of identity by standard post, or to email a PDF copy of your certificate without any additional security or encryption.

I do / do not* consent to the return of my documents by standard class mail / email*

Signature	Date

*Delete as applicable

Please use the table overleaf to indicate which supporting documents you have provided

Information provided on this form, together with all other personal data held by the Parish and the Catholic Diocese of Portsmouth, is processed in accordance with the Diocese's Privacy Notice which can be obtained from www.portsmouthdiocese.org.uk/gdpr or from your Parish office.

Please use this table to indicate which supporting documents you are providing.

For a copy of your own certificate/s							
Provide **one** of the following as proof of **your** identity							
Passport		Photo driver's licence		National ID card		Birth certificate	
For a copy of your child under 12's certificate/s							
Provide **one** of the following as proof of **your** identity							
Passport		Photo driver's licence		National ID card		Birth certificate	
You must also provide a copy of your **child's**						Birth certificate	
For a copy of a child over 12's certificate/s							
Children over 12 must request their copy certificate personally *or* authorise a nominated adult to make the request.							
As an authorised adult you provide **one** of the following as proof of **your** identity							
Passport		Photo driver's licence		National ID card		Birth certificate	
You must also provide copies of the **child's**				Authorisation letter *and*		Birth certificate	
For a copy of another adult's certificate							
You must prove that you are authorised to request the certificate by providing				Authorisation letter *or*		Power of Attorney	
As an authorised adult you must provide **one** of the following as proof of **your** identity							
Passport		Photo driver's licence		National ID card		Birth certificate	
You must also provide **one** of the following as proof of the **other** adult's identity							
Passport		Photo driver's licence		National ID card		Birth certificate	
For a copy of a certificate for someone who has died							
If the baptism or confirmation took place *less than 110* years ago *or* the marriage took place *less than 100* years ago, you must provide a copy of the deceased's						Death certificate	
If the baptism or confirmation took place *more than 110* years ago or the marriage took place *more than 100* years ago, *no* supporting documentation is required.							