

Archdiocese of St. Louis Office of Archives and Records
Request Packet for a Sacramental Certificate for Citizenship Purposes

How to Submit a Request Packet for a Sacramental Certificate for Citizenship Purposes

Please prepare the materials carefully and ensure that your request packet is complete. **All documentation should be provided together at once via email, fax, or mail. Do not send the documentation via the sacramental request form online.** Archives staff is not responsible for incomplete documentation or incorrect mailing addresses. When the request packet is received, staff will notify the requestor of any issues with their request. If there are no detected issues, staff will simply mail the certificate to the address you have provided on the sacramental request form online. Please send request packets at the time of your online request.

Please follow these steps in order:

- 1) If record is dated before 1930, I have researched the record and I know the date and parish where that the sacrament occurred. (If you are uncertain, please see the Research Page on how to locate a sacramental record: <https://www.archstl.org/archdiocesan-archives/sacramental-certificates/citizenship-related-requests>)
- 2) The parish where the sacrament occurred is closed. (Please see the Closed Parishes webpage at <https://www.archstl.org/archdiocesan-archives/closed-parishes>, or look up an open parish at <https://www.archstl.org/find-my-parish>. Archives only holds sacramental records for closed parishes. Contact an open parish directly to receive a sacramental certificate from them.)
- 3) Based on the record I located, I have prepared additional required documentation for name alterations to send with my request packet to the archives.
- 4) I completed the sacramental request form online at <https://www.archstl.org/certificates>. Please notify staff in the “notes” field if you are emailing, faxing, or mailing your request packet. **Please DO NOT attempt to attach any files other than the FRONT of your driver’s license to the file upload on the sacramental request form because we will not receive them.**
- 5) I made a \$25 payment to obtain a certificate for citizenship purposes.
- 6) I sent my request packet together at once to the archives right after submitting the sacramental request form online by:
 - Email at archives@archstl.org ,
 - Fax at 314-792-7029, or
 - Mail at Archdiocese of St. Louis Archives, 20 Archbishop May Road, St. Louis, MO 63119. (If you choose to mail the request packet, please notify staff that you are doing so through the online form, by phone, or by email.)

Materials included in my request packet to the archives are:

- My Photograph ID (driver's license or state ID)
- I am requesting a baptismal certificate, and I am providing the full names with correct spellings, typed, of the known parties involved: baptism recipient, father's full name, mother's first name and maiden name, witnesses.
- I am requesting a marriage certificate, and I am providing the full names with correct spellings, typed, of the known parties involved: bride, groom, each of their father's full names, and each of their mother's first names with maiden names, witnesses.
- If the record is dated 1930 or prior: When I researched the record online, the names or spellings were incorrect. I am providing the birth certificates of those whose names I need to be corrected. I understand that archives staff will use the birth certificate to officially change the name in the record.
- If the record is dated 1931 or later, my application includes:
 - A copy of the death certificate of the person(s) named in the record. To request a marriage certificate, both parties named in the record must be deceased. The requestor must provide death certificates for both parties.
 - Copies of the birth/baptismal/marriage certificates that prove that the requestor is a descendant of the person named in the record. To request a marriage certificate, provide proof of relationship to one of the persons named in the record.
- A copy of this two-page Request Packet Form, with the appropriately boxes checked, and the form signed and dated below.

I verify that I have followed the steps provided and prepared the appropriate materials for a sacramental request for citizenship purposes. I confirm that the information is complete to the best of my knowledge.

Your Signature

Date

Your Name Printed