

## **Baptismal Certificates and Similar Requests for Information**

*Church of the Annunciation*

We are happy to provide a baptismal, confirmation, or marriage certificate for any such event that is recorded in our parish register. We can also supply you with historical information that may be genealogically useful. To obtain this, send a written request to the attention of the Parish Administrator, Church of the Annunciation, 343 Kinderkamack Road, Oradell, New Jersey 07649.

Please specify the full name(s), approximate date(s), and events, as well as what you seek (certificate, photocopy of the parish register page, etc.).

Any such request must come from the person involved, if living. For example, if you need your baptismal certificate, you must request it yourself and in writing. The only exceptions to this are (1) for guardians of those who are currently minor children, and (2) for relatives of those who are deceased.

We are a small parish, with very limited staff. Such requests involve considerable effort on our part—attention that must be taken away from other important tasks. Therefore, we ask for a donation to help defray our costs. While this is technically a donation for tax purposes, it is not optional. Except in the most extreme circumstances, we cannot entertain requests where a donation less than \$100 has been made along with the written request. We are confident that you will want to help support what was at one time your spiritual home.

Once we have received your check and written request, we will respond as soon as we can. This may take several weeks, sometimes even more.