

# Request for copy of Sacramental record

Please note that our sacramental registers are subject to the requirements of the Data Protection Act. Consequently we are only permitted to issue a copy of a record from the 'restricted' registers to someone who is themselves named in that particular record.

- **Details of a baptism** (celebrated in the past 100 years) can only be issued to the person baptised, their parents or godparents
- **Details of a confirmation** (celebrated in the past 90 years) can only be issued to the person confirmed or their sponsor
- **Details of a marriage** from the Church's marriage register (for a wedding celebrated in the past 85 years) can only be issued to the bride, the groom or the witnesses.

To ensure that we comply with the law, those requesting a copy of a sacramental record should complete the form below (in block capitals, please) and return it to:

The Rector, Church of Our Lady, 54 Lodge Road, London, NW8 8LA

In case of query please email [stjohnswood@rcdow.org.uk](mailto:stjohnswood@rcdow.org.uk) or ring 020 7286 3214.

**I request a copy of the record of the baptism/confirmation/marriage of**  
*(please circle the record you are asking for)*

.....

**which took place in the parish of St John's Wood on**

.....(date)

## MY DETAILS

**Name** .....

**Address** .....

**Postcode** ..... **Phone** .....

**Signed.** ..... **Date** .....

*Please enclose a stamped addressed envelope  
- if you are not going to collect the certificate in person*

*Please enclose a cheque for £10 made payable to  
'Church of Our Lady' - if you are not a current member of this parish*