

**All Souls Catholic Church**

Office: 301 W. 8<sup>th</sup> Street, Sanford, FL 32771  
Telephone: 407.322.3795; FAX: 407.322.1131

**Certificate Request Form\***

- Baptism**                       **First Communion**  
 **Confirmation**               **Marriage**

\*Those seeking Certificates of Eligibility for Godparents must complete page 2.

Name at time of Sacrament:

\_\_\_\_\_

Date of Sacrament: \_\_\_\_\_  
(approximate if unknown)

Date of Birth: \_\_/\_\_/\_\_ Place of Birth: \_\_\_\_\_

Father's Name:

\_\_\_\_\_

Mother's First and Maiden Name:

\_\_\_\_\_

Person Requesting Certificate:

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address where certificate is to be mailed:

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_, Zip: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** *please provide us with a copy of your sacramental records at the time of your request so that letters of eligibility might be provided to you in a timely manner. (remember: at the time of your registration with the parish, proof of sacraments was not required). Requests received by Wednesday will be available on Friday for pickup or mailing. Office hours are 8:30 am to 4:30 pm Monday through Friday. This form is to be returned to Jenny Mansingh, DRE at the Parish Office and may be emailed to: [jmansingh@allsoulssanford.org](mailto:jmansingh@allsoulssanford.org), FAX: 407.322.1131*

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### Request for Certificate of Eligibility

Godparent       Confirmation Sponsor

#### Requirements:

Please keep in mind the following requirements for Baptismal or Confirmation sponsors:

- The sponsor must be fully initiated into the Catholic Church. That is, they have received the three Sacraments of Initiation: Baptism, Holy Eucharist, and Confirmation.
- The Sponsor must be at least 16 years of age.
- Since the sponsor is seen as a faith role model, a person who has been asked to be a sponsor should be living according to the codes, canons, laws and teachings of the Church. For example, if the person is married, the marriage is to have taken place in a Catholic Church.
- The sponsor should be a participant in the community life of the Church. This means he or she must be registered in a parish, receive the Eucharist regularly, and lead a life in harmony with the faith and role to be undertaken.
- The sponsor for Baptism cannot be the mother or father of the one to be baptized.

*Please note that there are times when we are not able to give a certificate to someone. In order to obtain a sponsor certificate from our parish the person requesting a Certificate of Eligibility must be registered at All Souls parish and have been registered for at least three (3) months prior to the request. Even if he/she received all of his/her sacraments here at All Souls years ago but now lives elsewhere, he/she is not a member of this parish. Rather, he/she is a member of the parish in whose territory he/she resides. This is the parish where the sponsor certificate must be obtained.*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

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**Request for Attendance Records**

Faith Formation

Parent Baptism Class

Name:

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Phone:

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Name of Child being baptized and tentative date of baptism:

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Name of Church where child will be baptized and address:

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**Date(s) of Attendance**

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**For former Faith Formation Students:**

Grade(s) Attended: \_\_\_\_\_

School Years: \_\_\_\_\_

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