

## Request for Genealogical Information From Sacramental Records

Requests for family or genealogical information are handled only by mail or email. Telephone requests are NOT honored. The archives staff does not research general family lines or respond to requests for genealogical research. The staff conducts specific searches only and, when possible, issues certificates for specific records.

If an exact date or church is not known, detailed information such as parents' names, birth dates of first children, New Orleans address, name of the priest who performed the marriage, etc., is very helpful.

The number of Catholic churches in the city of New Orleans increased rapidly after 1840. Requests for records after 1845 must include the name of the church or the address of the participants, particularly the bride (consult old city directories). Requests for general searches of all of New Orleans Catholic churches after 1850 are NOT honored.

Cemetery records, in general, are not indexed. Therefore, requests must include name, date of death (within a year), nationality, and, if possible, the cemetery.

Request Date: \_\_\_\_\_

CHURCH PARISH IN WHICH SACRAMENT WAS PERFORMED: \_\_\_\_\_

NAME OF SACRAMENT:    BAPTISM        MARRIAGE    FUNERAL        BURIAL

NAME AT TIME OF SACRAMENT: \_\_\_\_\_

APPROXIMATE DATE OF SACRAMENT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_

NAME OF PARENTS (include mother's maiden name):

\_\_\_\_\_

NOTES:

\_\_\_\_\_

\_\_\_\_\_

REQUESTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

Each letter should include no more than four specific requests. Letters with more than four requests will be returned. Individual baptismal, marriage, funeral or burial certificates are available only to family members or authorized researchers. Each request is answered with a certificate in English that includes all pertinent family information. The archives staff does not guarantee the accuracy of the information recorded in the sacramental registers.

**FEE: \$12 per request**

RETURN THIS FORM ALONG WITH A SELF ADRESSED STAMPED ENVELOPE AND A CHECK OR MONEY ORDER PAYABLE TO: Archdiocese of New Orleans

Mail Request to:       Archives – Sacramental Records Request  
                              Archdiocese of New Orleans  
                              7887 Walmsley Ave.  
                              New Orleans, LA 70125-3496

Email Request to:     [archives@archdiocese-no.org](mailto:archives@archdiocese-no.org)