

Section 5

**Administrative Guidelines for Preparing Transcripts
of the Certificates for Various Mysteries**

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GENERAL ADMINISTRATIVE REGULATIONS

I. General

1. Should an individual lose his/her original Certificate of Birth and Baptism, Certificate of Holy Baptism and Chrismation, or Certificate of Holy Chrismation and verification of said Baptism and Chrismation be subsequently required (such as in preparation for Marriage), an official transcript may be requested by the individual from the current Pastor of the parish where the Mysteries were celebrated and recorded.

II. Transcripts of Certificate of Baptism and Chrismation or of Certificate of Holy Chrismation

1. When a Pastor receives a request for a transcript of an individual's Certificate of Baptism and Chrismation, he shall fill out the Transcript of Certificate of Baptism and Chrismation (Attachment A) on parish stationery from information contained in the parish Register of Births and Baptisms.

a. When a Pastor receives a request for a transcript of an individual's Certificate of Holy Chrismation, he shall fill out the Transcript of Certificate of Holy Chrismation (Attachment B) on parish stationery from information contained in the parish Register of Births and Baptisms.

2. If the Mystery (Sacrament) is not recorded in the parish Register of Births and Baptisms, the parish priest must obtain notarized statements from two reliable witnesses concerning the event, and record that information in the Register so that a Transcript can be prepared. This process is described more fully in Section IV., below.

3. After completing the Transcript, the Priest shall forward it to the Metropolis Office for verification of his signature.

4. Upon completion of verification of the Priest's signature by the Metropolitan, the Transcript will be returned to the Priest for issuance to the individual concerned.

III. Transcripts of Certificate of Marriage

1. When a Pastor receives a request for a transcript of an individual's Certificate of Marriage, he shall fill out the Transcript of Certificate of Marriage (Attachment C) on parish stationery from information contained in the Parish Register of Marriages.
2. If the Mystery (Sacrament) is not recorded in the parish Register of Marriages, the parish priest must obtain notarized statements from two reliable witnesses concerning the event, and record that information in the Register so that a Transcript can be prepared. This process is described more fully in Section IV., below.
3. After completing the Transcript, the Priest shall forward it to the Metropolis Office for verification of his signature.
4. Upon completion of verification of the Priest's signature by the Metropolitan, the Transcript will be returned to the Priest for issuance to the individual(s) concerned.

IV. Procedures when Transcript Information is Not Available

1. If the information required to fill out any of these transcripts is not available in the Parish Register, as sometimes occurs pursuant to lost parish records or faulty record-keeping, the Pastor shall:
 - a. Search local parish records to see if a copy of the appropriate certificate can be found.
 - b. If the Mystery was celebrated after 1979, contact the Metropolis Office to check if a record exists in the Metropolis archives.
 - c. If the Mystery was celebrated before 1979, contact the Archdiocesan Registry Office to check if a record exists in the Archdiocesan archives.
 - d. Make every effort to contact the sponsors, the Priest who celebrated the Mystery(ies), and/or any witnesses to the Mystery(ies), especially parents and other family members so as to obtain notarized statements from them attesting to the fact that the Mystery(ies) was/were celebrated.
 - (1) Notarized statements are required from at least two individuals.
2. After receipt of this information, the Pastor shall enter the appropriate data into the corresponding Parish Register of Births and Baptisms or Parish Register of marriages.
3. Once the data is recorded in the Parish Register, the Pastor shall fill out the appropriate Transcript Form (Attachment A, B, and C) on parish stationery and shall submit the Transcript to the Metropolis office for verification of his signature.

PROCEDURES FOR SUBMITTING TRANSCRIPTS

1. When an individual has lost his/her original Certificate of Birth and Baptism, and requests a transcript of same, the Priest shall access the appropriate information from the Parish Register of Baptisms and shall complete the Form "Transcript of Certificate of Birth and Baptism" (Attachment A) on Parish stationery.
2. When an individual has lost his/her original Certificate of Holy Chrismation, and requests a transcript of same, the Priest shall access the appropriate information from the Parish Register of Baptisms and shall complete the Form "Transcript of Certificate of Holy Baptism and Chrismation" (Attachment B) on Parish stationery.
3. When an individual or couple has lost his/her/their original Marriage Certificate, and requests a transcript of same, the Priest shall access the appropriate information from the Parish Register of Marriages and shall complete the Form "Transcript of Marriage Certificate" (Attachment C) on Parish stationery.
4. The Priest shall send the respective Transcript to the Metropolis Office for signature verification.
5. Upon completion of verification of the Priest's signature by the Metropolitan, the Transcript will be returned to the Priest for issuance to the individual(s) concerned.
6. If the information required to fill out the transcript is not available from the Parish Registry or local records, the Pastor shall:
 - a. Obtain notarized statements from two of the following persons (in order of preference), attesting to the fact that the individual received the Mystery(s) of Baptism, Chrismation, and/or Marriage:
 - (1) Sponsors
 - (2) Parents
 - (3) Witnesses to the Mystery(ies)
 - (4) Priest serving the Mystery(ies).
 - b. Upon receipt of the notarized statements, enter the data into the corresponding Parish Register with appropriate comment(s) for future reference.
 - b. Once the data has been entered into the Parish Register, complete the respective Transcript Form (Attachment A, B, or C) on Parish stationery.
 - c. Send the respective Transcript to the Metropolis Office for signature verification; upon completion of this verification, the Form will be returned to the Priest for issuance to the individual concerned.

6. All transcript forms shall be filled out completely, including:
 - a. Full city and state; country is required only if other than the United States.
 - b. Full Month, day, and year dates.
 - c. Exact Baptism and Chrismation dates (month, day, and year).
 - d. First and last names of the individual receiving the Mysteries of Baptism, Chrismation, and/or Marriage provided in English and also in Greek if necessary.

Transcript of Certificate of Baptism and Chrismation

*This letter **must be** printed on PARISH LETTERHEAD*

*NOTE: This is a **SAMPLEm** letter; it **MUST** be written to reflect the data **EXACTLY** as recorded in the Parish Register.*

This is to certify that of the legal parents, **Joseph Smith** born in **San Jose, California** and residing in **Eules, Texas**, and **Mary Smith** born in **Missoula, Montana** and residing in **Eules, Texas** a **female** child was born at **Fort Worth, Texas**, on the **15th** day of **June** in the year **1986**, that has been Baptized according to the rites of the Eastern Orthodox Christian Church, at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas** on the **13th** day of **March** in the year **1987**, by the **Reverend John Pappas**, and was named **Mary (MAPIA)**, by her Godparent **Betty Jones**.

This is an exact duplicate of the original information recorded in the church Register of Baptisms under ascending number **84** at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas**, and is issued on this **13th** day of **September** in the year **2002**.

(Parish Seal)

Priest

(Signature)



Metropolis Verification of Priest's Signature

We hereby confirm the genuineness of the signature of the Reverend **George Poulos**, the Priest serving at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas** on this ____ day of _____ in the year **2002**

Greek Orthodox Metropolis of Denver

(Metropolis Seal)

✠ Metropolitan Isaiah of Denver

Transcript of Certificate of Holy Chrismation

*This letter **must be** printed on PARISH LETTERHEAD*

*NOTE: This is a **SAMPLE**m letter; it **MUST** be written to reflect the data **EXACTLY** as recorded in the Parish Register.*

This is to certify that **Karen Smith** born in **Fort Worth, Texas**, on the **15th** day of **June** in the year **1956**, has been Chrismated according to the rites of the Eastern Orthodox Christian Church, at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas** on the **13th** day of **March** in the year **1987**, by the **Reverend John Pappas**, and was and was tonsured with the name **Katherine (EKATERINH)**, by her Godparent **Joan Jones**.

This is an exact duplicate of the original information recorded in the church Register of Baptisms under ascending number **85** at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas**, and is issued on this **12th** day of **September** in the year **2002**.

(Parish Seal)

Priest

(Signature)



Metropolis Verification of Priest's Signature

We hereby confirm the genuineness of the signature of the Reverend **George Poulos**, the Priest serving at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas** on this ____ day of _____ in the year **2002**

Greek Orthodox Metropolis of Denver

(Metropolis Seal)

✠ Metropolitan Isaiah of Denver

Transcript of Certificate of Marriage

*This letter **must be** printed on PARISH LETTERHEAD*

Transcript of Certificate of Marriage

*NOTE: This is a **SAMPLE**m letter; it **MUST** be written to reflect the data **EXACTLY** as recorded in the Parish Register.*

This is to certify that **John Smith** born in **Houston, Texas** and residing in **Dallas, Texas**, and **Mary Jones** born in **Fort Worth, Texas** and residing in **Dallas, Texas** were joined in Holy Matrimony (this being his **First** Ecclesiastical marriage and her **First** Ecclesiastical marriage) according to the rites of the Eastern Orthodox Christian Church on the **21st** day of **October** in the year **2000** at the Greek Orthodox Church of the **Holy Trinity** in **Dallas, Texas** by the Reverend **John Pappas** in the presence of the sponsor, **Betty Jones**. The groom was **27** years old at the time of marriage, and the bride was **26** years old.

This is an exact duplicate of the original information recorded in the church Register of Marriages under ascending number **201** at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas**, and is issued on this **9th** day of **September** in the year **2002**.

(Parish Seal)

Priest

(Signature)



Metropolis Verification of Priest's Signature

We hereby confirm the genuineness of the signature of the Reverend **George Poulos**, the Priest serving at the Greek Orthodox Church of **Saint Demetrios** in **Fort Worth, Texas** on this ____ day of _____ in the year **2002**

Greek Orthodox Metropolis of Denver

(Metropolis Seal)

✠ Metropolitan Isaiah of Denver