

PREAMBLE: When people come into the office requesting access to Baptismal, Marriage or Death registers it is normal to want to be helpful and we tend to be trusting of the people who make those requests. On the other hand we are now faced with the reality of Privacy Legislation and people in general being more protective of their person information. This policy is to provide guidelines when handling those requests and some precautionary steps that should always be followed when access to Registers is requested.

POLICY: Access to St. Paul's Registers shall be done under the guidelines below.

APPROVED: Executive Council

DATE: May 10, 2006

GUIDELINES:

1. Requests for Register information shall be directed to the Administrative Assistant. The Administrative Assistant may contact the Privacy Officer if it is deemed necessary.
2. All requests for information contained in the Register shall be received in writing. This will ensure a record of all requests and the ability to trace any request should the need arise.
3. Identification shall be requested to ensure the ID matches the written request. Photo ID would be preferable such as a driver's license or passport.
4. Information from St. Paul's Registers shall pertain to the individual making the request.
5. Where information is requested for another individual, a letter from that individual must be presented authorizing the release of this information.
6. Where information is requested for an individual under Power of Attorney, a copy of the Power of Attorney document must be presented.
7. Any request for research purposes should be directed to the Conference Archivist.
8. The Register shall not be given to anyone.
9. The Register shall not be photocopied.
10. The information in the Register shall be transcribed on an appropriate form. Examples are attached to this policy.
11. Registers shall be kept in locked places with limited access.

EFFECTIVE DATE: May 10, 2006

[Date]

Ms. Joan Smith
123 Anywhere Street
Somewhere BC V1P 6B3

Dear Ms. Smith:

Thank you for your request for information from our records.

Enclosed, as per your request, is a certified transcript of your record of [baptism/marriage/burial] as found in the Register of St. Paul's United Church.

Sincerely,

Vicki Winter
Administrative Assistant
St. Paul's United Church

Encl.

RECORD OF BAPTISM

NAME: [Click **here** and type name]

FATHER'S NAME: [Click **here** and type name]

MOTHER'S NAME: [Click **here** and type name]

DATE OF BIRTH: [Click **here** and type date]

PLACE OF BIRTH: [Click **here** and type place]

DATE OF BAPTISM: [Click **here** and type date]

PLACE OF BAPTISM: [Click here and type place]

OFFICIATING MINISTER: [Click here and type name]

I CERTIFY that this is a true copy of the record of baptism for
[Click **here** and type name] as found in the Baptismal Register of St. Paul's United
Church,

[Date]

Vicki Winter
St. Paul's United Church
Estevan, Saskatchewan

RECORD OF MARRIAGE

BRIDEGROOM **Name:** [Name] **Residence:** [Residence]
 Age: [Age]
 Place of Birth: [Place]
 Marital Status: [Status] **Occupation:** [Occupation]
Religious Denomination: [Denomination]
 Names of Parents: *Father:* [Name]
 Mother (Maiden Name): [Name]

BRIDE **Name:** [Name] **Residence:** [Residence]
 Age: [Age]
 Place of Birth: [Place]
 Marital Status: [Status] **Occupation:** [Occupation]
Religious Denomination: [Denomination]
 Names of Parents: *Father:* [Name]
 Mother (Maiden Name): [Name]

MARRIAGE BY LICENCE OR BANNS:"[Licence No.]"

WITNESSES:[Name]

MINISTER: [Name]

DATE OF MARRIAGE: [Date]

I CERTIFY that this is a true copy of the record of marriage of [Name] and [Name] as found in the Marriage Register of St. Paul's United Church

[Date]

Vicki Winter
St. Paul's United Church
Estevan, Saskatchewan

RECORD OF BURIAL

NAME: [Click **here** and type name]

AGE: [Click **here** and type age]

CAUSE OF DEATH: [Cause of death]

RESIDENCE AT TIME OF DEATH: [Residence]

PLACE OF DEATH: [Place of death]

DATE OF DEATH: [Date of death]

PLACE OF BURIAL: [Place of burial]

DATE OF BURIAL: [Date of burial]

OFFICIATING MINISTER: [Officiating Minister]

I CERTIFY that this is a true copy of the burial record of [Click **here** and type name] as found in the Burial Register of St. Paul's United Church,

[Date]

Vicki Winter
St. Paul's United Church
Estevan, Saskatchewan