Anglican Diocese of Toronto Archives
Request for Certified Baptism or Marriage Record

The Canons and policies of the Diocese of Toronto encourage parishes to deposit all completed Parish Registers in the Diocesan Archives. To obtain a certified copy of the information contained in one of these Registers, and to comply with government legislation and church access policies, the appropriate sections of the application form below must be filled out and presented to the Diocesan Archives staff. **Sections marked * are required information**.
PLEASE NOTE THAT THIS FORM IS FOR PERSONAL RECORDS ONLY. FOR GENEALOGY AND HISTORICAL RECORD REQUESTS, email archives@toronto.anglican.ca or call 416-363-6021.

Applicant Information *

Name:		Phone:
Mailing address:	City:	
Province:	Postal Code:	E-mail:

Marriage Record Information

Name of Groom (Last, First, Middle):	
Name of Bride (Last name before marriage, First, Middle):	
Date of Marriage (day, month, year):	Church:
City, Town, Village:	
Relationship of Applicant:	

Baptism Record Information

Name of Baptized Person (Last Name, First, Middle):	
Date of Birth (day, month, year):	Parents' Names:
Date of Baptism:	Church:
City, Town, Village:	
Relationship of Applicant:	

Fees and Payment *

The fee for a certified copy is **$25.00**, payable to: 'The Anglican Diocese of Toronto'. Once completed and signed by the applicant, this form should be submitted in person or by mail, along with the fee, to: Archives, Anglican Diocese of Toronto, 135 Adelaide Street East, Toronto, ON M5C 1L8. Certified copies will only be issued once payment has been received. For further information, please call 1-800-668-8932 or email archives@toronto.anglican.ca.

I am paying by ❒ Cheque ❒ Money Order ❒ Cash (in person only)	Total Amount: $

Conditions of Access

A copy of a record may only be issued to:

- The person(s) named in the register entry
- A parent or legal guardian of the person(s) named in the record
- A child of the marriage requested
- The solicitor, agent, trustee, or personal representative of the person (with written authorization provided)

A certified copy cannot be issued without submission of a fully completed application form. Should there be deliberate falsification of information on the form, fraud has been committed. Identification of the applicant may be required at the time the request is presented.

Important information and Signature *

Reason for request:

I have read the conditions of access and certify that I am entitled to a certified copy of the requested record. I am aware that it is an offence to willfully make a false statement on this form. ❒ (please check box)

Signature of Applicant:	Date:
Print Name:	