

# Diocese of Kootenay

## Archival Search Request Form

Date of Inquiry: \_\_\_\_\_ by (circle one): phone, mail, e-mail, or in person

Name of Inquirer: \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Search (circle one): Baptism, Confirmation, Marriage, Burial, or

Other: \_\_\_\_\_

Name(s) of individual(s) (as used at that time): \_\_\_\_\_

\_\_\_\_\_

Relationship to Inquirer: \_\_\_\_\_

Please note: According to the BC Personal Information Protection Act, you can request only your own records unless it is a baptism more than 100 years old; a marriage more than 75 years old; or a burial more than 20 years old. If you are requesting a record on behalf of someone else, please be sure to have them send written permission to the archives so that the archivist can release the record to you.

Parish Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information/Certificate to be (circle one): mailed, e-mailed, telephoned, or picked up

Fees: Certificates: \$20.00 each

Photocopies: \$.10 each

Digital scans: \$.10 each

Research by Archivist: first 20 minutes free, then \$20 per hour (minimum 1 hour)