



St. Valentine's Parish
Polish National Catholic Church
2330 Margaret St., Philadelphia, PA 19137
phone: (215) 535-4978
email: stvalentinespncc@gmail.com
www.stvalentinespncc.org



SACRAMENTAL RECORDS SEARCH POLICY

Individual Request of the Sacramental Records

Most active parishes, including St. Valentine's PNCC, maintain their own sacramental registers. Individuals needing a copy of their sacramental records can obtain the record directly from the parish where the sacrament occurred.

The sacramental records of most parishes that are closed or suppressed have been transferred to the Archives of the Polish National Catholic Church in Scranton, PA.

Information from sacramental records is only released to the individual who received the sacrament, to requesting Church institutions (e.g. parishes or tribunals), or persons who have a legitimate reason for requesting the record (e.g. parents of minor children, those with legal guardian status, or an immediate relative [spouse/child/sibling of the deceased*] if the individual is deceased).

* official death record of the deceased, and proof of relation are required

- Baptism,
- First Communion
- Confirmation
- Marriage
- Death
- Burial

A **\$10.00** non-refundable processing fee is required with all record requests. Please issue a check payable to St. Valentine's PNCC. A fee is waived for the active members of St. Valentine's Parish of the Polish National Catholic Church who paid their dues up to date.

A fee is waived also for all active members of the Polish National Catholic Church if the Baptismal, First Communion, Confirmation, Marriage or Death Certificate is required by the other PNCC Parish or Institution in the USA, Canada and Poland for liturgical and sacramental reason.

Please submit your request using the Sacramental Request Form, found on our webpage, signed by the requestor and include:

- Recipient's full name (at time of sacrament)
- Name of sacrament (Baptism, Marriage, etc.) or Catholic service (Funeral, Rite of Committal)
- Date of birth or death (if applicable)
- Parents' names
- Approximate date of sacrament or service

Be sure to **include the address to where you want the sacramental certificate sent** (certificates will only be sent to the individual requesting the record or to a parish or tribunal). Requestors will not be granted access to original documents and recording books.

We will take requests over the phone or via email only for liturgical and sacramental reasons or canonical investigations from Parishes and Tribunals in the United States, Canada and in Poland.

Genealogical Research Services

St. Valentine's Parish accepts genealogical requests submitted using our form by mail. **Telephone or email requests are not accepted.** Please print the form from our webpage and mail it to Parish Office.

The requester will be provided with an *unofficial certificate* of a specific record requested whenever possible. Genealogical certificates are stamped "unofficial, for genealogical research only".

Parish Office can only search for specific requests and is not able to research general family trees.

- The fee for genealogical research is **\$20.00 per request**. A request includes up to one hour of research and an *unofficial certificate* for one requested record.
- Additional certificates (beyond the 1 certificate included in the initial request fee) are available at a cost of \$10 per certificate.
- Any additional research required to fulfill a request (beyond the 1 hour included in the initial request fee) will cost \$10 per hour or any part of an hour.
- If you are requesting information for more than *one* person, please submit *one* form per person.
- Payment is not refundable. When a record is not found, a research report will be issued and mailed to requester.
- Please allow approximately 1-2 weeks for requests to be processed.

Fees and Payment

The fee for Sacramental Records Requests is **\$10.00 per request**.

The fee for genealogical research is **\$20.00 per request + \$10.00 for each extra research hour**.

This processing fee covers the cost of research, certificate creation, and postage.

Methods of Payment:

By money order or personal check made payable to St. Valentine's PNCC, mailing it to:

St. Valentine's PNCC Parish
2330 Margaret Street
Philadelphia, PA 19137
Attn: Sacramental Records Requests

We do NOT accept payment by credit card.

Requests can be submitted in person at the Parish Office. Cash will be accepted with in-person requests.