



ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF BRISBANE
Records and Archives Centre

REQUEST FOR COPY OF BAPTISM CERTIFICATE

The staff of the Records and Archives Centre of the Diocese of Brisbane will attempt to process your request for research as soon as possible, except when staff are on leave.

Certain registers for the later part of the 20th Century (and the 21st) may still be held by the responsible Parish. Members of the Public are encouraged to contact the relevant Parish Office prior to contacting the Records and Archives Centre to confirm retention and location of the relevant register. Staff at the Records and Archives Centre can only generate a certified copy from records held at the Records and Archives Centre.

For the issuing of a certificate, there is a charge of **\$33.00** [includes GST] to cover the research and the administration involved. **If your request is urgent, please let us know at once** – note that extra charges will be incurred. This total fee is **\$44.00**. Your payment will be returned if there is a nil result. Please include a copy of ID (e.g. birth certificate, drivers licence, passport). Copies of ID will be disposed of once the ID is noted and the certificate is issued.

Details for direct deposit of fee:

Account: **ANFIN Corp Synod of Brisbane BSB: 704901 A/c No: 00001960**

Please enter your own name and the number 1250 2201 as reference. Please also e-mail the Archivist (archives@anglicanchurchsq.org.au) giving your receipt details.

Details for payment by cheque or money order:

Payee: **Anglican Diocese of Brisbane**

Address: **Records & Archives Office
 Anglican Diocese of Brisbane
 GPO Box 421
 Brisbane QLD 4001**

The Records and Archives Centre reserves the right to withhold information protected by the Church's Canons or Qld State Government legislation. Your privacy will be protected.
 Diocesan Archivist (07) 3835 2333

Place of Baptism (Church / Parish / Town)

Full Name:

Date of Birth: Date of Baptism (if known):

Father's Name:

Mother's Name:

Reason for requiring certificate:

Your contact details:

Name:

Postal Address:

Telephone: Email:

Office Use Only

Request received	Cheque / MO Cash / DD	Fee Returned	ID verified and noted	Certificate / Receipt issued