+

THE INCORPORATED SYNOD OF THE DIOCESE OF ONTARIO

APPLICATION FOR CERTIFICATE OF BURIAL

Diocese of Ontario covers the counties of Frontenac, Leeds, Hastings, Lennox & Addington, Grenville, and Prince Edward

FEE $30.00 ***PLEASE READ INSTRUCTIONS ON BACK OF FORM***

NAME OF APPLICANT: _____
(PLEASE PRINT)

RELATIONSHIP OF APPLICANT TO DECEASED: _____

NAME OF DECEASED: _____

AGE OF DECEASED: _____

DATE OF DEATH: _____

DATE OF BURIAL: _____

PLACE OF BURIAL: _____

NAME OF CHURCH & CLERGY: _____

REASON CERTIFICATE NEEDED: _____

SIGNATURE OF APPLICANT: _____

SIGNATURE OF WITNESS: _____

ADDRESS & PHONE # OF APPLICANT:

_____

_____

_____

_____

ADDRESS & PHONE # OF WITNESS:

_____

_____

_____

_____

INSTRUCTIONS FOR
CERTIFIED & DUPLICATE COPIES OF BAPTISMAL, MARRIAGE, CONFIRMATION, AND BURIAL CERTIFICATES

Certified & duplicate copies of the information contained in parish registers held in the Diocesan Archives or in the churches will be issued only when the application form is completed and presented to the Diocesan Archives or the incumbent of a parish.

Certified copies will be issued at the Diocesan Centre and duplicate copies will be issued at the Parish Offices.

Certified & duplicate copies will only be issued to:

- person involved;
- parent or legal guardian of the person;
- direct descendant of the person;
- solicitor, agent, trustee, executor or personal representative of the person (with written authorization)

Identification may be required at the time a request is made. Photo Identification may be required from anyone picking up the Certificate in person.

Fees will be charged for this service by the Diocese and may be charged at the Parish.

Certified or duplicate copies cannot be issued as the result of a telephone call but a signed form received by facsimile transmission is acceptable. The form with the original signature, duly witnessed, should be mailed to the Diocesan Centre or to the incumbent of the parish. The application form will be retained in the archives of will be retained in the parish office.

The application for either a certified or duplicate copy of a certificate must be witnessed at the time the applicant signs. The application may be completed to the satisfaction of the issuer, but ***must include*** the name and signature of the applicant, duly witnessed, and the relationship of the applicant to the person named in the application.

If the applicant should falsify information, he/she has committed fraud. Statement of relationship, etc. will be accepted with reasonable trust.

For some requests, such as genealogy, a photocopy from the parish register of a specific record, not a certified copy, is adequate. A fee is charged for photocopying. Parish registers and pages designated by the Archives staff as too fragile will not be photocopied.

Office Use Only

DATE ISSUED: _____

REGISTER #: _____

PAID: _____