

FORMAL PARISH VISIT BY THE DEAN SACRAMENTAL REGISTERS INSPECTION

Parish Name: _____
 Pastor: _____ Deanery: _____

- | | |
|--|---|
| <input type="checkbox"/> Secure and appropriate storage | Fire-proof cabinets, safe, or air-conditioned locked storerooms with limited access, and room to retrieve books without damaging them |
| <input type="checkbox"/> Appropriate register books kept | Baptism, Confirmation, Marriage and Death Registers are mandated. First Communions are optional. Separate mission registers required. |
| <input type="checkbox"/> Bound registers; Acid-free paper | Sound bindings; quality paper. Three-ring binders with hole-punched computer copies are unacceptable. Registers are not defaced with added labels, post-a-notes, staples, magic markers, or tape. |
| <input type="checkbox"/> Legible, accurate, and complete | Printed, easy to read, complete entries. See below for what is required for each type of book. Also see the <i>Sacramental Records Handbook</i> . |
| <input type="checkbox"/> Black ink | Permanent black ink only and no use of white-out. |
| <input type="checkbox"/> Timely data entry | Records are up-to-date. Notifications sent |
| <input type="checkbox"/> Authenticated by Pastor | Entries or pages are authenticated by pastor or delegate |
| <input type="checkbox"/> Pre-nuptial files & sacramental files | Filed, complete, and safely stored |
| <input type="checkbox"/> Inventory of registers | Up-to-date; copy sent to the Archdiocesan Archives |

COMMENTS:

- Used Reverse Side for additional Comments

Check for Complete and Accurate Data. Refer to the Sacramental Records Handbook.

Baptism: the name, date and place of birth of the baptized; the name of the minister of the sacrament; the names of the parents (including mother's maiden name), sponsor(s), godparent(s) and witness(es); and the date and place (if outside the parish) of the conferred baptism. Retain original notifications in Sacramental Files.

Confirmation: the names of the confirmed, the parents, the sponsors, the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. Notification sent to place of baptism.

Marriage: the names of the spouses, the person who assisted and the witnesses, the place and date of the marriage celebration, and any pertinent notations (i.e., date and place of baptism). It is also necessary to retain the pre-nuptial file permanently in the parish archives. Older files can be sent to the Archdiocesan Archives. Notification must be sent to the place of baptism.

Death: the registers shall be chronologically arranged by date of parishioner death. It shall include the date of anointing, name of anointing priest and place of burial. Additional information may include name of funeral home, next of kin and cause of death (if known). Notification not required to be sent to the place of baptism.

First Communion: (optional book) the names of the first communicant and parents as found on the baptismal certificate; the place and date of baptism; and the date of reception of the sacrament.

Inspected By: _____ Date: _____

For Office Use Only

Date that Deans Inspection Forms were received by the Office of the Vicar General: _____

Date that Deans Inspection Forms were reviewed by the Office of the Vicar General; _____

Date that Deans Inspection Forms were reviewed by the Archbishop: _____

Date of verification that the parish inventories are in the Archdiocesan Archives: _____

Action: _____