

NW-7 Family of Parishes Baptism Registration Form & Checklist

Information about Baptism

Baptism Date & Time	
Presider	
Location	

Parent information for Child to be Baptized

	Father	Mother
Name (Maiden)		
Religion		
Address		
Telephone		
Email		

Information for Child to be Baptized

Name (first, middle, last)	
Male or Female	
Date of Birth	
Place of Birth	
Have you attended Baptism Class?	
Godmother Name	
Godmother Catholic? Y/N - If Yes, What Parish?	
Godfather Name	
Godfather Catholic? Y/N - If Yes, What Parish?	
Is either Godparent represented by Proxy? - If Yes, provide name of Proxy	
Was the child privately baptized?	
Was the child adopted?	

Parish Office Tasks

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| <ul style="list-style-type: none"> <input type="checkbox"/> Baptism on Master Schedule <input type="checkbox"/> Baptism on Presider Schedule <input type="checkbox"/> Verify Family is Registered at Parish (if not send registration form) <input type="checkbox"/> Sponsor Eligibility Forms Sent (if applicable) <input type="checkbox"/> Sponsor Eligibility Forms Received (if applicable) <input type="checkbox"/> Certificate for Baptism Printed | <ul style="list-style-type: none"> <input type="checkbox"/> Put Certificate & Registration Form in Sacristy Friday prior to Baptism <input type="checkbox"/> Presider Initialed Registration Form after Baptism noting complete <input type="checkbox"/> Record Baptism in Book <input type="checkbox"/> Record Baptism in Gabriel/PDS <input type="checkbox"/> File Registration form in completed folder |
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