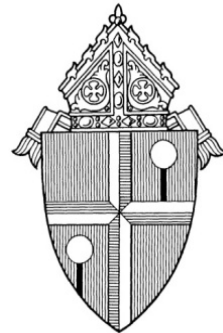


THE OFFICE OF THE CHANCELLOR & DIOCESAN ARCHIVES

ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII | ST. STEPHEN DIOCESAN CENTER
6301 PALI HIGHWAY, KANEOHE, HAWAII 96744-5224
(808) 203-6715 | FAX: (808) 263-8518



■ GENEALOGY RESEARCH FORM

Note: This form is for searches for records that are 70 years old or older. For more recent Sacramental Records, please contact the parish where the Sacrament was administered, unless otherwise instructed.

Date of Request: _____

Requester's Name: _____

Requester's Phone #: _____

Requester's Email: _____

Requester's Address: _____

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Name of Person Searching for: _____

Date of Birth: _____

Type of Record(s) you are Researching and Date of Sacrament:

Baptism _____ Confirmation _____

Marriage _____ Death Record _____

First Communion _____

Name of Parish and/or Town: _____

Names of person's parents:
(If known) _____

Relationship to you: _____

Reason for search: _____

██████████ POLICIES

- 1) The Diocese of Honolulu’s Office of the Chancellor and Diocesan Archives maintains historical Catholic Sacramental records (70 years and older) from its Catholic parishes (historical and present).
- 2) There are no guarantees that a record will be found.
- 3) Please allow four to six weeks for results.
- 4) In the Diocese of Honolulu, Sacramental Records are **not** open to the public. Research is performed by Archive Staff only.
- 5) Public access to the Diocesan Archives is prohibited. Access may be granted by the Bishop or the Chancellor.
- 6) Requests for Genealogy research must be made in writing via the *Genealogy Research Form*.
- 7) A legitimate reason for a request must be given, along with a relevant connection to the person being researched.
- 8) The Archives does not issue actual certificates. Requests for certificates using the found information should be made directly with the parish where the sacrament was administered. Individual parishes may or may not issue certificates related to Genealogy searches.
- 9) There are no fees for Genealogy searches, but you are welcome to donate to a parish of your choice, or directly to the Diocese.
- 10) We reserve the right to make changes to our policies without prior written notification.

Signature of Requester: _____

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██████████ OFFICE USE ONLY

Correspondence notes: