

Event information		
Reason for Request	Date of Event	Submitted by:
<input type="checkbox"/> Baptism <input type="checkbox"/> Engagement <input type="checkbox"/> Marriage <input type="checkbox"/> Recommendation <input type="checkbox"/> Other – Specify below:	___ / ___ / ____	Date submitted: ___ / ___ / ____

Policy: Please fill out the form and put in mailbox for Trustee to act on. Once the Trustee receives the form, a Contribution list for the past 3 years will be generated for reference. As per Parish Council decision, **Trustee approval is contingent upon the recipient having met the minimum Sunday offering of \$750/year, consecutively over a 3 year period, for a total of \$2,250.** Unless otherwise authorized/overridden by the parish priest, clearance will not be granted unless the minimum contribution has been met.

Recipient information		
Family Name (required)		
First Name (required)		
Last Name (required)		
Envelope Number (required)		
At least one contact information required		
Phone 1 (Mother/Wife/Self)	Home:	Mobile:
Phone 2 (Father/Husband/Self)	Home:	Mobile:
Email address:		
Home address (required)		
Street		Apt #
City	State/Zip	Country

Additional information:
Document being requested (Example: Member in good standing, Free state, etc.):

For Official purposes only. Do not write below.

Record No.		Date Received
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