



How to apply for a copy of a Baptism Record in the Anglican Diocese of Sydney

Baptism records are personal records. This service is only for those persons who want to get a copy of their own baptism record.

Anglican baptisms are recorded in registers created in each church or parish. There is no database of baptisms. To find the baptism record, the Archivist searches the baptism registers from the specified church.

Step 1: Check your details

In order to undertake a search for your record of baptism, we need to know two crucial pieces of information:

- i. The name of the church and parish in which you were baptised.
- ii. The exact date of your baptism, or your best estimate.

Step 2: Contact Sydney Anglican Diocesan Archivist

Not all parishes in the Diocese of Sydney have deposited their registers with the Sydney Diocesan Archives. You need to contact the Diocesan Archivist to find out where the registers are held, or if you are not sure where you were baptised.

T: +61 (02) 9265 1620

E: archives@sydney.anglican.asn.au

If the registers are held in the Diocesan Archives, you can proceed to Step 3 and apply for a copy of your baptism record.

If the registers are still held by the parish, you will need to contact them directly. The Diocesan Archivist can provide you with the parish office contact details.

Step 3: Send your Application Form and pay the service fee

Baptism records are confidential documents. To ensure only authorised people access baptism records, you will need to fill in an application form.

The application form and payment instructions will be provided by the Diocesan Archivist once the location of the register is confirmed.

The fee for this service is AUD \$30 (thirty dollars Australian).



Privacy

This service is for those persons who want to get a copy of their own baptism record. This is not a family history service. Baptism records are closed for 90 years from the date of the entry.

Format of the copy of your Baptism Record

The baptism record is a true copy of the details recorded in the register, typed into a letter on diocesan letterhead. It will be sent to you by post and by email. We are unable to provide a photocopy of the register.

Possible problems

Sometimes a baptism record cannot be found in the register of the relevant church, even though the family members are quite certain of the details they have supplied. Reasons for this can include:

- The baptism took place at a different church within the parish, or another parish entirely
- The baptism took place at a later date
- The paperwork which documented the baptism was somehow lost before being documented in the baptism register

If the record of baptism is not in the expected register, there is nothing further the Archives can do to assist, other than suggest other churches or time periods. Sometimes a register gets lost, mislaid, or destroyed. Unfortunately, if a baptism register is lost, there is no other record of baptism available.

Occasionally parish newsletters may include information about baptisms, but this is only likely to include the name of the individual and no further information.

If there are any difficulties with the search, such as a nil result for the church you have nominated, we will contact you so we can discuss other options.