



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

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

Anglican confirmations are recorded in registers created in each church or parish, or recorded in Confirmation Returns. To find the record, the Archivist searches the relevant registers or the Returns.

## Step 1: Check your details

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

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

---

## Step 2: Contact the 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 confirmed.

T: +61 (02) 9265 1620

E: [archives@sydney.anglican.asn.au](mailto: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 confirmation record.

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

---

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

Confirmation 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 confirmation record. This is not a family history service.

## Format of the copy of your Confirmation Record

The confirmation 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 confirmation 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 discrepancy can include:

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

If the record of confirmation is not in the expected register, the Archivist may suggest other churches or time periods.

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.