# *How To Fill out - “Blue Baptismal Data Sheet”*

* Use Child’s **FULL LEGAL Name** – no nicknames
	+ Please provide a copy of Birth Certificate to verify names, date & place of birth. (copies will be made the night of the class, and the original Birth Certificate will be returned to you at the class; after verification is complete copies will be shredded)
* **Privately baptized**? Is a special case, such as being baptized in an emergency situation in a hospital.
* **Date of Baptism** – Baptisms are celebrated on the FIRST SUNDAY of each month at 2:00pm – unless special permission is granted by the Pastor.
	+ If the Baptism will not be held at the 2pm, 1st Sunday Group service, and you wish for it to be held during a weekend Mass, please notify Becky in the church office at 445-7915 or office2@ourladyoflourdes.org.
* **“Was marriage recognized by the CATHOLIC Church?”** – IF NOT, you must discuss with the Pastor prior to Baptism, Please make an appointment to meet with him.
* **Godparents** – one MUST be a Confirmed Catholic; minimum age 16 years old. Prefer to have 2 Godparents (1 male, 1 female). Non-Catholic Godparents will be considered a “Witness.”
	+ Catholic Godparents who are NOT registered members of Our Lady of Lourdes MUST get a **“Letter of Good Standing”** stating that they are **CONFIRMED** and are in Good Standing at their Registered Parish. Please have them contact their parish requesting the letter from their Pastor and have it mailed directly to our church office at: ***Our Lady of Lourdes Parish, Attn: Becky, 903 Bernadette Drive, Columbia MO 65203-1022.***
* If the Baptism is to be held at another parish, please FILL out the BACK of the form. All paperwork will still need to be turned into Becky at our church office and will then be sent to the respective parish in a packet.
* If **you are a Godparent** for a child and another parish requires your attendance at a Baptism Class, please fill out the “YELLOW” form. A letter will then be sent to the respective parish stating that you have attended the Baptism class.

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