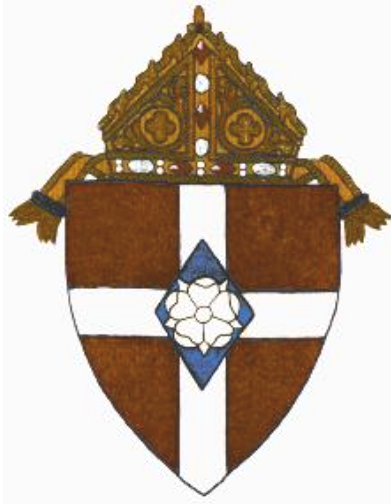
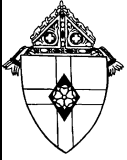


The Preservation and Dissemination of Matrimonial Records



Roman Catholic
DIOCESE *of* WINONA-ROCHESTER

May 4, 2018



Can. 1121 §1 *After a marriage has been celebrated, the pastor of the place of the celebration or the person who takes his place, even if neither assisted at the marriage, is to note as soon as possible in the marriage register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the marriage according to the method prescribed by the conference of bishops or the diocesan bishop.*

Can. 1122 §1 *The contracted marriage is to be noted also in the baptismal registers in which the baptism of the spouses has been recorded.*

Can. 1123 *Whenever a marriage is either convalidated in the external forum, declared null, or legitimately dissolved other than by death, the pastor of the place of the celebration of the marriage must be informed so that a notation is properly made in the marriage and baptismal registers.*

Purpose of Sacramental Records

Sacramental records are kept in the Church so that people have a ready access to their sacramental history and are able to thus know and demonstrate their juridic status in the Church. Over time the Church has developed an efficient and effective method of maintaining and preserving those aspects of each persons sacramental life and other activities essential to preserving one's rights and full participation in the life of the Church.

Responsibility for Maintaining Recording Marriages

The Pastor is ultimately responsible for the proper recording and preservation of sacramental records in his parish (c. 535). The cleric or duly authorized layperson who assists at the marriage is responsible for communicating the marriage file and all other necessary information to the parish office. This is to be done as soon as possible.

With regard to the preservation of the marriage file:

- it is to be kept in a separate envelope;
- it is to include all pre-marriage documentation—which typically includes the Form I, freedom to marry forms, baptismal certificates, marriage license, correspondence, notes and other documentation;
- it is to be retained by the parish and in a confidential manner until there is reasonable assurance that both parties have expired;
- it is to be destroyed in a safe and confidential manner when removed from parish records.

With regard to the recording of marriages in the Sacramental Registry:

- the record is to include: name of spouses, place and date of marriage, place and date of baptism, parents, witnesses, celebrant, dispensations, permissions and other notations;
- indelible ink is to be used at all times to ensure that the record is permanent and will not fade;
- it is to be preserved in a fireproof location;
- proper notification is to be made in the Baptismal Register for each Catholic party. Notification of the marriage is to be sent to the parish of baptism, if other than where the marriage was celebrated.
- Changes in registry information is accomplished by drawing one line through that which is being modified with new information being placed as near to the entry as possible.

Proper Location for the Recording and Retention of Matrimonial Records

Marriages, sanations and convalidations are recorded:

1. in the Marriage Register where the marriage was celebrated and
2. in the Baptismal Register of the parish where the person was baptized or received full reception into the Catholic Church.
3. Evidentiary support for changes, such as a radical sanation, is to be preserved with the Marriage Register.

N.B. Marriages celebrated with a Dispensation from Canonical Form are recorded in the parish to which the Catholic party retains a domicile or the parish responsible for preparing the parties, if the Catholic parties' domicile is within the same diocese, even if the marriage is celebrated in a different diocese.

Access to Catholic records

Catholic records are confidential, and not public in nature. Hence,

1. Only the parties themselves or a legal guardian has the right to ecclesiastical information and/or an ecclesiastical certificate.
2. Information in ecclesiastical records may be provided over the phone, but only after the parties' identity has been verified and it has been established that the party has a right to the information.
3. All ecclesiastical certificates must be signed by the Pastor, or his delegate, and stamped with the parish seal (c. 535 §3).
4. Personal inspection or the transfer of copies of ecclesiastical registries or a marriage file is strictly prohibited without expressed permission of the Diocesan Chancellor.

Sacramental Entries

All marriages, convalidations, sanations, annulments and dispensations are to be recorded in the marriage and baptismal registry. Protocol numbers are to be noted in the “Notations” column of the registry. All diocesan correspondence communicating the grant of dispensations, permissions or other information pertaining to the validity or liceity of the marriage is to be retained with the parish file.

Dispensations and permissions granted in the internal forum are NEVER recorded.

General Entries

see Sample Marriage Registry entry 01

Delegation to Assist at Marriage

see Sample Marriage Registry entry 02

The Local Ordinary, Pastor and Parochial Vicar are able to assist at marriages within the confines of the territory in which they serve. All other persons require delegation to assist validly at marriages. Insert into the “Notations” column of the Marriage Registry: Delegation to assist by [name] (position).

Dispensations, Permissions and Favors

see Sample Marriage Registry entry 03

Adoption

This dispensation is received from the Diocese of Winona-Rochester as a separate document and is to remain in the marriage file. Insert into the “Notations” column of the Marriage Registry: Dispensation from Adoption (PN: 20xx-xxxx). The Protocol number is found on page 5 of the FORM I and on diocesan correspondence.

Affinity

This dispensation is received from the Diocese of Winona-Rochester as a separate document and is to remain in the marriage file. Insert into the “Notations” column of the Marriage Registry: Dispensation from Affinity (PN: 20xx-xxxx). The Protocol number is found on page 5 of the FORM I and on diocesan correspondence.

Disparity of Cult

Insert into the “Notations” column of the Marriage Registry: Dispensation from Disparity of Cult (PN: 20xx-xxxx). The Protocol number is found on page 5 of the FORM I.

Canonical Form

Insert into the “Notations” column of the Marriage Registry: Dispensation from Canonical Form (PN: 20xx-xxxx). The Protocol number is found on page 5 of the FORM I.

N.B. Marriages outside of canonical form are always recorded in the proper parish of the Catholic party or where the couple prepared for marriage parties’, provided the Catholic parties’ domicile is within the same diocese.

Consanguinity

This dispensation is received from the Diocese of Winona-Rochester as a separate document and is to remain in the marriage file. Insert into the “Notations” column of the Marriage Registry: Dispensation from Consanguinity (PN: 20xx-xxxx). The Protocol number is found on the dispensation received from the Diocese.

Dispensation from the Obligation of Sacred Celibacy or Vow of Perpetual Celibacy

Insert into the “Notations” column of the Marriage Registry: Dispensation from the Obligations of Sacred Celibacy or Dispensation from Perpetual Chastity (PN: 20xx-xxxx). The Protocol Number is obtained from the rescript issued by the Congregation for the Doctrine of the Faith. This may be obtained from the parish of baptism or the diocese or religious institute where the cleric was incardinated.

Favor of the Faith

Insert into the “Notations” column of the Marriage Registry: Favor of the Faith (PN: 20xx-xxxx). The Protocol Number is to be found from the rescript issued by the Congregation for the Doctrine of the Faith. A copy of the rescript is to be preserved in the marriage file.

Pauline Privilege

Insert into the “Notations” column of the Marriage Registry: Pauline Privilege (PN: 20xx-xxxx). The Protocol Number is to be found on the rescript issued by the diocesan authority. A copy of the rescript is to be preserved in the marriage file.

Permission for Mixed Religion

Insert into the “Notations” column of the Marriage Registry: Permission for Mixed Religion. The Protocol number is to be included in the notations if granted by a diocesan official, which is found on page 5 of the FORM I.

Public Propriety

This dispensation is received from the diocese of the Catholic party as a separate document and is to remain in the marriage file. Insert into the “Notations” column of the Marriage Registry: Dispensation from Public Propriety (PN: 20xx-xxxx). The Protocol number is found on diocesan correspondence.

Proxy

see Sample Marriage Registry entry 04

Evidentiary support for the proxy must be retained with the parish records.

Validations / Declarations of Nullity

Annulment /Declaration of Nullity

see Sample Marriage Registry entry 05

Insert into the “Notations” column of the Marriage Registry: Declaration of Nullity given [date], Diocese of [Name] (PN: 20xx-xxxx). The Protocol Number is to be found on correspondence received from competent tribunal.

Convalidation

see Sample Marriage Registry entry 06

When a marriage is convalidated in the public forum, an entry is to be made in the Marriage Registry and the parish of baptism is to be notified immediately. Insert into the “Notations” column of the Marriage Registry: Convalidation [date]. Notification is to be sent to the parish of baptism.

Sanation

see Sample Marriage Registry entry 07

Insert into the “Notations” column of the Marriage Registry: Sanated, [date] (PN: 20xx-xxxx). The Protocol number is found on the FORM I or other diocesan correspondence. Notification is to be sent to the parish of baptism.

Registry Maintenance

see Sample Marriage Registry entry 08

Alteration/Correction of Data

All data entries are permanent and should thus never be modified in such a way as to render the text illegible. Corrections are to be made by drawing one line through the incorrect data and then inserting the correct data directly above or somewhere near the text being modified.

This policy is intended to serve as a general guide for the preservation and dissemination of matrimonial records.

Please contact the Diocese of Winona-Rochester Tribunal at (507) 454-4643 for further guidance or with questions that may arise.

Sample Marriage Registry

No.	Contracting Parties	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Priest	Dispensations and Notations	
01	John Witt	St. Mary's Drasco, IL	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green		
			May 13, 1987	Kelly Ferris				
	Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
			June 5, 1989	Shirley Peterson				
02	John Witt	St. Mary's Drasco, IL	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Delegation to assist	
			May 13, 1987	Kelly Ferris			by Fr. Horn (Pastor)	
	Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
			June 5, 1989	Shirley Peterson				
03	John Witt	St. Mary's Drasco, IL	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Dispensation from Mixed Religion by Rev. Bill Green	
			May 13, 1987	Kelly Ferris				
	Susan Bryan	June 17, 2015	(Unbaptized)	Keith Brand	Jill Johnson			
				Shirley Peterson				
03	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Dispensation from Canonical Form (PN: 20xx-xxxx)	
		Drasco, IL	May 13, 1987	Kelly Ferris				
	Susan Bryan	June 17, 2015	St. John's Lutheran	Keith Brand	Jill Johnson			
				Idabel, MO June 5, 1989	Shirley Peterson			

04	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Dispensation from Canonical Form (PN: 20xx-xxxx)
	Dan Witt served as proxy	Drasco, IL	May 13, 1987	Kelly Ferris	Bill Jones served as Proxy		
Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
		June 5, 1989	Shirley Peterson				
05	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Declaration of Nullity Diocese of Winona 11-23-2016 (PN: 2011-0034)
		Drasco, IL	May 13, 1987	Kelly Ferris			
Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
		June 5, 1989	Shirley Peterson				
06	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Convalidation January 12, 2012
		Drasco, IL	May 13, 1987	Kelly Ferris			
Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
		June 5, 1989	Shirley Peterson				
07	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	Sanated 5-5-2014 (P.N. 20xx-xxxx)
		Drasco, IL	May 13, 1987	Kelly Ferris			
Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
		June 5, 1989	Shirley Peterson				
08	John Witt	St. Mary's	St. Mary's, Drasco, IL	Tom Fisher	Sam Adamson	Rev. Bill Green	
		Drasco, IL	May 13, 1987	Kelly Ferris	Sam Alligaard		
Susan Bryan	June 17, 2015	St. John's, Idabel, MO	Keith Brand	Jill Johnson			
		June 5, 1989	Shirley Peterson				