

DIOCESE OF DALLAS
Baptismal Record Policy

Diocese of Dallas Archives Baptismal Record Policy

Baptismal Records must be maintained in accordance with the Diocese of Dallas Sacramental Records Handbook.

Annually by March 1 each parish must submit to the Diocese of Dallas Archives a catalog of all Baptisms that occurred during the previous year.

The annual report must be submitted in the format indicated on the attached sample Excel sheet (see page 3) in accordance with the following instructions.

Instructions for submitting Baptismal Record information Diocese of Dallas Archives

All records must be submitted on the Excel form that may be found here: **Click Here.**

Note: The first six lines are filled in as a sample. Be sure to delete them before entering your data.

Column A – Birth date must be Month/Day/Year e.g. 6/18/2008 using the full year not only the last two digits.

Column B – The last name is the surname of the father except where father is not known in which case use the mother's surname.

Column C – The first name should be full name, e.g., Joseph, not Joe.

Column D - Middle name. If no middle name, leave blank.

Column E – List the city and the state.

Column F – Date of Baptism/Profession of Faith. Month/Day/Year, e.g. 6/25/2008. Using the full year, not only the last two digits. NOTE: On Professions use date of Profession, DO NOT USE DATE OF ORIGINAL BAPTISM.

Column G – Insert a capital P in this column for Professions of Faith.

Column H– Father's full name including first and middle name.

Column I – Mother's maiden name including first and middle name.

Column J – List only the name of the Parish where Baptism is recorded.

Column K – City and state of parish where Baptism is recorded.

Data should be emailed to the Diocesan Archives at archives@cathdal.org in one year segments. A permanent copy of the Excel sheet should be kept by the parish. PLEASE BE SURE TO USE THE EXCEL FORM TO SEND IN YOUR INFORMATION. Direct any questions to Joyce Higgins at 214-379-2871. Thank you very much for your cooperation.