

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 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 under Parish Resources on the About the Diocese section of the Diocese of Dallas website at www.cathdal.org in the following manner, (a sample is attached)

Note: The first line is filled in as a sample. Be sure to delete it before entering your data.

Column A - ID Number is to be left blank.

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

Column C - The last name is the surname of the father except where father is not known.

Column D - The first name should be full name, e.g., Joseph, not Joe

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

Column F - List the city and the state.

Column G - Date of Baptism Month/Day/Year e.g. 6/25/2008 using the full year not only the last two digits.

Column H - Father's full name including middle name.

Column I - Mother's maiden name including middle name

Column J - 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\(5\)cathdal.org](mailto:archives(5)cathdal.org) in one year segments, that is all of 2005 records at one time. A permanent copy of the Excel sheet should be kept by the parish.

PLEASE BE SURE TO USE THE EXCEL FORM WITHOUT CHANGE.

Direct any questions to Joyce Higgins at 214-379-2870

Thank you very much for your cooperation.