

Ottawa Catholic Community – Ottawa, IL  
 Celebration of Baptism – Information Sheet

Church of Baptism  Date Information Taken:

Name of Person to be Baptized  
    
 First Middle Last  
 Male  Female

Date of Birth:  City of Birth:

Address of Family:   
 Street  
    
 City State Zip Code

Phone (Home):  Email:

Name of Father  
    
 First Middle Last

Name of Mother  
    
 First Middle Last (Maiden Name)

Married at:  Date of Marriage:

Religion of Father:  Religion of Mother:

Name of Godfather  
    
 First Middle Last

Religion of Godfather  If married, was he married in the Catholic Church?  Yes  No

Name of Godmother  
    
 First Middle Last

Religion of Godmother  If married, was she married in the Catholic Church?  Yes  No

Will a Godparent be represented by proxy?  Godfather  Godmother

**If your candidates for godparent are not registered members of a parish in the Ottawa Catholic Community (St. Columba, St. Francis, St. Patrick), please have them complete the Godparent form below.**

Is this your first child to be baptized?  Yes  No  
 Are you registered with one of the Ottawa Catholic Parishes?  Yes  No  Not sure  
 Requested Dates for Baptism   
 Was this child baptized in an emergency?  Yes  No

For Office Use:

Church of Baptism

Celebrant  Date of Baptism

## Ottawa Catholic Community – Godparent/Proxy Form

Child's Name (First, Middle, Last Name):

### Qualifications of a Godparent

Based on the Catholic Church's Canon Law #874: To be admitted to the role of sponsor, a person must:

1° "be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function;"

2° "have completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;"

3° "be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on;"

**As such, if married, this person must be married in the Catholic Church.**

4° "not be bound by any canonical penalty legitimately imposed or declared;"

5° "not be the father or mother of the one to be baptized."

**By affixing my name below, I testify that I fulfill the qualifications of a Godparent, as stated above.**

(Please print)

Godparent's Name (First, Middle, Last Name):   
Godparent's Relationship to Candidate   
Godparent's Phone

Parish Name, mailing address, and phone number of the Catholic Church where the PROXY attends regularly:

Parish Church's Name:  [Church Seal]  
Parish Church's Mailing Address:   
Parish Church's City/State/Zip Code:   
Parish Church's Phone:   
Signature of Godparent's Parish Priest:   
Date:

### Proxy Option for Godparent

*(The SPONSOR has the PROXY fill out this section ONLY if the GODPARENT can NOT be physically present at the Baptism)*

As a Godparent, I know that I will NOT be able to be physically present at the Baptism, and I hereby request that a "stand-in" or "proxy" (listed below) will be allowed to represent me in my absence; I understand that the PROXY must meet the same requirements as myself as a GODPARENT and will have this section completed and signed in the presence of the PROXY's parish priest.  
(Please Print)

Proxy's Name (First, Middle, and Last Name):

Parish Name, mailing address, and phone number of the Catholic Church where the PROXY attends regularly:

Parish Church's Name:  [Church Seal]  
Parish Church's Mailing Address:   
Parish Church's City/State/Zip Code:   
Parish Church's Phone:   
Signature of PROXY's Parish Priest:   
Date: