



SANTA TERESITA CATHOLIC CHURCH

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FDMS REFERRAL FOR BAPTISM

Name of FDMS Referring Administrator

Signature of FDMS Referring Administrator

Date of Referral

BAPTISM PROCESS:

1. The **PARENTS** of the child to be baptized must apply for the Baptism at the Santa Teresita Catholic Church in Mangilao where the Baptism will be officially recorded. A **processing fee of \$10**, along with the following documents, must be submitted all at once in order to begin the application process.
 - a. **BIRTH CERTIFICATE from Public Health.** A photocopy will be made of the child's birth certificate from Public Health. The hospital's certificate of birth is not acceptable.
 - b. **SPONSOR CERTIFICATES.** Only two sponsors are required for the Baptism. Sponsors may request for their certificates at the parish office where they regularly attend Sunday services. Witness certificates and Confirmation certificates are not acceptable.
 - c. **LETTER OF PERMISSION from your Parish Priest.** A sealed letter from your parish priest granting permission for you to baptize your child at the FDMS Boys' Chapel.
 - d. **CERTIFICATE OF COMPLETION of Baptism Class.** A sealed certificate or letter from your parish stating that you, the parents and godparents of the child, have completed the required Baptism class.
2. Once **ALL** the required documents and the fee have been verified as submitted, the Baptism application will be provided for completion. The application must be completed at the Santa Teresita Church Parish Office.
3. A copy of the completed Baptism application will be given to the **PARENTS** for presentation to the priest on the day of the Baptism.
4. The **PARENTS** must coordinate with their Priest and FDMS to schedule the Baptism date and time.
5. Once the Baptism has been celebrated, the Baptism application should be signed and dated by the celebrating Priest and the **PARENTS** should return the application to the Santa Teresita Church Parish Office. The Baptism can only be formally recorded when the signed and dated application has been received by the Parish Office.
6. A **BAPTISM CERTIFICATE** documenting the reception of the sacrament will be prepared when the Baptism application is received by the Santa Teresita Church Parish Office. The **PARENTS** will be able to pick it up once it has been signed by the Parish Priest.