

REGARDING RECA/ “Downwinders” Requirements for Certification

- I. Thank you for reaching out for sacramental certification to show that you lived in the Gallup area a certain timeframe who is required for application for RECA/ “Downwinders” funding.** The immediate form you must fill out for this request, as they are legal documents, is the Sacramental Record Release Form.

Please note that a non-refundable fee of Ten Dollars (\$10) must be sent with each form/request. Nothing will be completed if this is not done. We cannot guarantee that we will locate relevant records on the person. This is a **non-refundable fee** to search for and certify the **records**. Payment can be made via money order or cash.

Mail the fee and mail/email the rest of all the following REQs to the Diocese of Gallup- or the parish itself.

- II. Please read the following instructions for the process of what is required.**

Who can request a sacramental certification?

Sacramental certifications are only issued for sacramental or legal purposes. For the Diocese of Gallup and RECA purposes, **sacramental certifications are only issued to:**

1. The age 18+ person named in the record.
2. If the person is under 18, the parent or legal guardian of the person named. The legal guardian must provide the following documentation:
 - A representation agreement, appointment, or court order establishing your authority to act on behalf of the person.
 - Photograph ID (take a "Selfie"- (holding driver's license or state ID) of the requestor (legal guardian).
3. The conservator or legal guardian of the person named. The conservator or legal guardian must provide the following documentation as proof of this guardianship:
 - A representation agreement, appointment, or court order establishing your authority to act on behalf of the person.
 - Photograph ID (by taking a “selfie” holding one's driver's license or state ID) of the requestor (conservator/legal guardian)
4. If the person is deceased, the child, surviving spouse, parent, or executor of the estate. See required documentation next.

Access to Sacraments of Deceased Person(s)

The **child** of the deceased person will need to provide the following documentation:

1. Death certificate of the person(s) named in the record. For a marriage certificate, the requestor must provide death certificates for both parties.
2. Requestor's (child's) birth certificate. To request a marriage certificate, provide proof of relationship to one of the persons named in the record.
3. Photograph ID (driver's license or state ID) of the requestor (child). (take a “selfie” holding your driver's license or state ID)

The **surviving spouse** of the deceased person will need to provide the following documentation:

1. Death certificate of the person named in the record
2. Marriage certificate or license of the person named in the record
3. Photograph ID (driver's license or state ID) of the requestor (surviving spouse)

The **parent** of the deceased person will need to provide the following documentation:

1. Death certificate of the person named in the record
2. Birth certificate of the person named in the record
3. Photograph ID (driver's license or state ID take a "selfie" holding your driver's license or state ID) of the requestor (parent)

The **executor of the estate** of the deceased will need to provide the following documentation:

1. The court order establishing your authority to act on behalf of the person's estate.
2. Photograph ID (take a "selfie" holding your driver's license or state ID) of the requestor (executor of estate)

How do I request a sacramental certification?

Fill out the attached Sacramental Record Release form.

Please indicate the request is for RECA in the "Purpose of Request" field. **It is imperative that you indicate this is a RECA-related request** so available address information can be added as a notation on the certification if possible.

What will be on the Certification of the sacrament received?

Certification will be completed by a signature, date and seal **on a parish letterhead**, stating, "The attached record(s) containing [#] pages pertaining to [NAME of person in question] is a true and accurate copy of a record kept in our files." If applicable, it will include "Private information pertaining to other people has been redacted."

Baptism records record the name, birthdate, parents' names, date of the sacrament, the celebrant of the sacrament (deacon or priest), and the witnesses. Sometimes the baptism, first communion, confirmation, or marriage records will contain the family's home address at the time of the sacrament. We cannot guarantee that an address will be in the sacramental record. **Certification is an exact copy of the information in the sacramental register. If the address does not appear in the original register, it cannot be added to the certification.**

Please note that we cannot advise what the RECA Program will accept as documented proof for your claim. Please contact the Department of Justice RECA Program for further guidance.

[RECA FAQ](#)

Saint Anthony, (Patron saint for finding lost items), and Saint Peregrine, (Patron saint for those with cancer), pray for all involved.

Office of Archives, Diocese of Gallup, P.O. Box 1338, Gallup New Mexico 87305