

**Associated Archives at St. Mary's Seminary & University**  
**Archdiocese of Baltimore, St. Mary's Seminary & University,**  
**and the Associated Sulpicians of the United States**  
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**GENEALOGICAL RESEARCH POLICY**

The following policy has been adopted by the Associated Archives at St. Mary's Seminary & University with regard to the release of sacramental records for genealogical research. The policy is designed to protect the privacy of those individuals named in the records.

**GENERAL POLICIES:**

According to the policy approved by the Archbishop of Baltimore, baptism records less than 100 years old are closed to the public. All other records less than 50 years old (First Communion, Confirmation, Marriage, Death, Interment, or Burial) are closed to the public.

1. Genealogical research can be conducted on-site as well as through the mail. Appointments are required and individuals may schedule a morning or afternoon appointment (9:00 a.m. – noon and 1:00 - 4:00 p.m.) on Tuesdays and Thursdays only. Please call (410-864-4074) or e-mail (archives@stmarys.edu) us to schedule an appointment. There is a \$10.00 Reading Room fee for each patron. If you choose to make a request through the mail, Archives staff will research the names submitted from the records we have on deposit. Please see the guidelines below on how to submit a request and applicable fees.
2. In 2018, the Archdiocese of Baltimore initiated a project to digitize its sacramental registers in a public/private partnership with the leading family history website FindMyPast. Individuals interested in the records of the Archdiocese of Baltimore will be able to browse them for free on FindMyPast's website. To access these records, individuals will be required to create an account with FindMyPast. A paid subscription will be required only if you wish to access the centralized index that is being prepared for the records or any of FindMyPast's other resources. Many records are already available to view online. More will be added as the project comes to completion. Please make use of FindMyPast's customer support service for questions on how to create an account or navigate the website. The archives staff is unable to provide these services.

**PROCEDURES TO REQUEST GENEALOGICAL RECORDS:**

Please follow the guidelines listed below when requesting information from sacramental and death or interment registers. Keep in mind that the Archives does not maintain a central registry or index of names for those persons that have received sacraments in the Archdiocese. Records must be searched by parish or institution, sacrament, and year.

1. Provide the complete name(s) of the person(s) to be researched whenever possible.
2. Designate specific sacramental record(s) to be searched (ex., baptism or marriage).
3. Provide the approximate date(s) for the person(s) to be researched.
4. Designate the ethnic group(s) (ex., German, Irish, Polish, Bohemian) when possible.
5. Provide the name of the town, county, or region of the Archdiocese where the person resided.
6. Provide the name of the parish when possible.
7. Requests usually take four to six week to answer.

**FEES:**

1. Research fees are charged on an hourly rate. The charge is \$30.00 for the first hour and \$30.00 for each additional hour up to 3 hours total. Payment can be made by check or money order for \$30.00 made payable to "Associated Archives at SMSU" must accompany the initial research request. Payment by credit card is also accepted. The hourly fee will cover research on any number of ancestors an individual wishes to research. **NOTE: Do not send more than \$30.00 with the initial request.** If the request requires more than one hour to be completed, the

researcher will be contacted by staff for further instructions. If you wish to limit the time spent on your request to one hour, please indicate such information in the initial request. The normal response to genealogical inquiries is either an abstract from the register or a photocopy of the record. Genealogical copies of sacramental certificates are available for \$5.00 per certificate. If the Archives does not possess the parish's registers on microfilm, the fee will be returned and contact information for the parish in question will be provided. A list of parish records that have been microfilmed is available on our website. Staff will provide limited follow-up to information sent. Multiple questions will incur another fee.

2. There is a charge of \$10.00 per certificate when the researcher requests only that a genealogical copy of a sacramental certificate be reissued and can provide both the date and place of the sacrament.
3. There is no charge if an individual requests an official copy of his or her own sacramental certificate. This service is provided only to those individuals whose parish has been closed and the church's sacramental registers transferred to the Archives (St. Andrew, St. Bernard, St. James the Less, St. John the Evangelist, and St. Monica). All other requests for official copies of sacramental certificates must be sent to the parish directly. Contact information for all of the Archdiocese's parishes, including closed parishes, can be found on its website: [www.archbalt.org](http://www.archbalt.org).

#### **FOR YOUR INFORMATION:**

1. The Associated Archives **only** has the records for the Roman Catholic Archdiocese of Baltimore, St. Mary's Seminary and University, and the Associated Sulpicians of the United States. We **do not** have government records (such as birth certificates, marriage licenses, death certificates, etc.), records from other Catholic dioceses or religious orders, or records from other religious denominations. Also note that we only have records for the parishes within the current boundaries of the Archdiocese of Baltimore (Baltimore City, Allegany, Anne Arundel, Baltimore, Carroll, Frederick, Garrett, Harford, Howard, and Washington Counties) from the establishment of the Archdiocese in 1789. All records for parishes that now comprise the Archdiocese of Washington and Diocese of Wilmington, must be accessed through those respective dioceses. Individuals interested in the sacramental records that have survived from the colonial and Revolutionary periods will need to contact the Booth Family Center for Special Collections of Lauinger Library at Georgetown University, where the Archives of the Maryland Province of the Society of Jesus are housed. The Society of Jesus, or Jesuits, was the religious order in charge of the mission to Catholics in the British colonies of North America.
2. The Catholic Church does not issue death certificates. This right is reserved to the state alone. Parishes maintain death or burial registers, which record the date of death, date and place of burial, and cause of death. A copy of the information recorded in a death or burial register is not recognized as an official record of death. To request a copy of a death certificate, you will need to contact the Maryland State Division of Vital Records (post-1969 at 410-764-3038 or 800-832-3277) or the Maryland State Archives (pre-1969 at 410-260-6429) to request a death certificate. Please note that the Maryland State Archives has recently had to suspend research related to birth and death records. Requests for vital records will be accepted only for legal purposes or official business (estate settlement, social security, passports, citizenship).
3. The Archives does not have any records relating to annulments. All records of annulments are held by the Marriage Tribunal of the Archdiocese of Baltimore. **Records of the Marriage Tribunal are not available for genealogical investigation under any circumstances.**
4. The Archives does not have any student records for the elementary, middle, and secondary schools operated in the Archdiocese.
5. Student records for St. Charles College, St. Mary's Seminary & Liberal Arts College, and St. Mary's Seminary & University are closed. Please see the information posted on our website for information on how to request a transcript or Family History Information
6. Individuals interested in the records for the following closed orphanages will need to contact Associated Catholic Charities directly to request assistance: St. Anthony's Orphan Asylum (1854-1943), St. Mary's Female Orphan Asylum (1818-1960), St. Vincent's Infant Home (1856-1960), St. James Home for Boys (1878-1949), and St. Mary's Industrial School for Boys (1866-1960) at: Records, Center for Family Services, Associated Catholic Charities, 2300-B Dulaney Valley Road, Timonium, MD 21093.
7. Both the Maryland State Archives and the Maryland Center for History and Culture have microfilm copies of the sacramental registers for many of the Archdiocese's parishes. For information on what records the State Archives and Historical Society have, how to access the holdings or request reference services, please contact: Maryland State Archives: [archives@mdarchives.state.md.us](mailto:archives@mdarchives.state.md.us); [www.mdarchives.state.md.us](http://www.mdarchives.state.md.us) or Maryland Historical Society: [www.mdhs.com](http://www.mdhs.com).