



63A Chartwell Drive, Singapore 558758, Tel 6280 6076

**I would like to request for a certified true copy of:** *(Please check (✓) the appropriate box)*

<input type="checkbox"/>	Baptism Extract	<input type="checkbox"/>	Letter of Marriage
<input type="checkbox"/>	Letter of Confirmation	<input type="checkbox"/>	Others – Please Specify:

**REQUESTOR'S PARTICULARS** *(All fields are mandatory)*

Name:			NRIC:	
Address:				
Contact No.:	Home:		Mobile:	
Email:				

*If this request is not for your own certificate, please complete the following:*

Purpose of request:	
Relationship to subject:	

*If yours is not a direct relationship (parents or guardians) with the subject, please provide proof that you are authorized to make this request. (The information asked for here is for us to verify if your request is valid and legal, and to contact you on this request)*

**PARTICULARS OF PERSON(S) ON CERTIFICATE** *(please ensure the name is given correctly)*

Name:		NRIC:	
Name:		NRIC:	
Name:		NRIC:	
Date Sacrament Received:			

**COLLECTION AUTHORISATION**

I authorize \_\_\_\_\_  
*(Name)*  
of \_\_\_\_\_ *(NRIC / Passport number)*  
to collect the  
certificate on my behalf.

	<b>Power of Attorney</b>	
		<i>Office Receipt and signature</i>

**IMPORTANT PDPA NOTICE:**

<p>The Church of St Francis Xavier ("the Church") safeguards all personal data collected through any ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act 2012 ("PDPA").3</p> <p>In compliance with the PDPA and by signing this form, I agree and consent to the collection, receipt, processing, disclosure, storage and use of all my personal data and all such data submitted to the Church for the purpose of processing and administration of the abovementioned.</p>
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I certify the above information is true to the best of my knowledge and acknowledge and agree to the PDPA notice.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date