

Our Lady Queen of Peace
708 Erie Street
Grafton, OH 44044

Policy on Genealogical Research at Our Lady Queen of Peace

Sacramental Records are not available to the public. Some records contain confidential information that might be harmful or embarrassing. A person and/or the person's legal guardian have the right to the information pertaining to him/her but they do not have the right to see the original record. Only the Pastor or someone he has assigned to this duty (i.e. Associate Pastor, Pastoral Minister, Permanent Deacon, and secretary) should look up the record. Our Lady Queen of Peace is not a library or public genealogy room. The records preserved are the private administrative records of Our Lady Queen of Peace. The sacramental records, in many cases, contain confidential information that is not open to the public (e.g. information on adoptions). For those reasons, genealogical research in the sacramental records will be done only by staff. The sacramental records are not open to public research.

NOTE: Variations in spelling are quite common.

Information not contained in the records

1. Place or county of origin, in Ireland or elsewhere.
2. Family relationships.
3. Ages, addresses, or occupations of individuals.

The genealogical researcher has the right to ask the church for information which is public in nature and pertains to the researcher or his/her ancestors. One of the responsibilities of the staff is to assist, as time permits, persons involved in genealogical research. But this is not their primary responsibility. We believe this policy provides a balance between the researcher's needs and the needs for personal privacy and institutional confidentiality.

WRITTEN REQUESTS [telephone requests will not be accepted]

Because there is no central name index, we will need the following information before we can examine the records in the Archives:

1. Parish in which the sacrament was administered or the name of the officiating priest. If you supply us with the family's street address, we may be able to identify the parish where the sacrament was administered.
2. Date sacrament was administered.
3. Name(s) of individual(s) receiving the sacrament.

FEES

DONATIONS to the Church are gratefully accepted. Checks should be made payable to the Our Lady Queen of Peace.

The staff may not readily locate the records you requested. If you wish to pursue your inquiry, the staff can do research at the rate of \$10 per hour. Before doing so, we must receive a request in writing detailing the information desired. We can offer no guarantees as to a successful search.

OTHER SOURCES

Another source of genealogical information is civil records, which are maintained both by the cities and towns and by the state. These vital records have alphabetical indexes which make them easily accessible for family research.

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Request for Genealogical Search

Name:
Address:
Telephone/Email:

Type of Record:

Baptism ___ First Communion ___ Confirmation ___ Marriage ___

Name of Person researching:
Please include maiden name for women

Date of Birth:

Date of Sacrament: (approximate)

Parish where sacrament was administered:

Name of Officiating Priest:

Home address at the time of sacrament:

Additional information that may be helpful in research:

Signature: _____ Date: _____
Your signature indicates acceptance of the conditions set forth by Our Lady Queen of Peace Church.

**Please return signed copy to
Above address or email info@olqpgraffton.org or fax to 440-926-3783**

Received by: _____ Date: _____