



# CATHOLIC DIOCESE OF PITTSBURGH

## Office for Archives and Record Center: Requesting Copies of the Register Entries

In the past, we have had individuals ask for copies of the records we find for them. Because of the fragile condition of most of our volumes, we have refused to make photocopies of the entries. In the last few years we have begun to microfilm our sacramental records for security purposes. In February of 2014, the Archives & Records Center purchased a new microfilm reader/scanner/printer. This new machine gives us the capability to offer copies of the microfilm image of our register entries for \$5.00 a copy.

If you are interested in having a copy of a register entry, please follow the following procedures:

- 1) Fill out and send in a research request form with a check for \$15 as usual.
- 2) Once you get the results of our research, review them and determine if you want copies of any information we found.
- 3) Contact the Archives via email with a list of items you want copied. Be sure to include the type of record (baptism, marriage, etc.), the parish and the date(s). With this information we can determine if the record has been filmed or not. We will then notify you whether or not the volume has been filmed.
- 4) If the volume has been filmed, then send us a copy of the letter we sent you with the results of our research. Indicate which items you want copied and whether you want it as a paper hard copy or an electronic pdf file sent by email. Include a check for the total amount due (\$5.00 per item).

**Important Note:** Do not skip step #3. Not all of our records have been filmed yet, so make sure we can provide you with a copy before you send in your order.

Also note that we cannot guarantee the quality of the image you will receive. If the writing on the original document was badly faded, the microfilm print out may be difficult to read. We will make every effort to provide you with the clearest copy possible, but much depends on the quality of the original image.



