

# Instructions to request a Sponsor Letter for Baptism and Confirmation at another Church

**Please submit this form and letter at least one month in advance of the Sacrament.**

*I recognize this is a great honor with lifetime responsibilities. I also understand it to mean that the young person and his/her parents recognize me as someone who is an active and regular participant in the practice of the Catholic faith.*

## This is what is needed to complete the request for a Sponsor Letter for Baptism or Confirmation at another Church.

1. The Pastor and Church, the address of the Church where you have been asked to be a Sponsor and the name of the child must be filled out in the appropriate spaces.
2. Please provide and attach the following documents: a. Proof of age noting that the Sponsor is at least 16 years old [state or government identification]; b. Baptismal Certificate; c. First Holy Communion Certificate; d. Confirmation Certificate, if you have received those Sacraments at OLBS, please state that.
3. Submit this completed letter and the above documents to our office at least one month in advance of the Sacrament. You can submit via mail to Our Lady of the Blessed Sacrament, 28 Livingston Ave, Roseland New Jersey 07068, by bringing it to the office Monday-Thursday 9am-1pm, or via email to [parishinfo@olbs.org](mailto:parishinfo@olbs.org).
4. The Pastor will sign the letter and stamp with the parish seal. Please review the letter in advance with the requesting parish. Please allow **14 days** from our receipt of the letter and all four (4) documents to receive the signed letter.
5. We will contact you after the letter has been signed to make arrangements for you to receive the letter.

## Our Lady of the Blessed Sacrament Church

28 Livingston Ave, Roseland New Jersey 07068

phone: 973-226-7288 email: [parishinfo@olbs.org](mailto:parishinfo@olbs.org)

Date: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Church Address: \_\_\_\_\_

City/State/zip: \_\_\_\_\_

Dear: \_\_\_\_\_