

## Circular 2003-19

**To: All Parish Priests**

**Re: Parochial Books/Dispensations and Clearance of Marriages**

1. The official Parochial Books are as follow:

- a. Baptismorum (Baptism)
- b. Confirmorum (Confirmation)
- c. Matrimoniorum (Marriages)
- d. Mortuorum (Funeral)
- e. Conversionum (Conversions)
- f. Cargo y Data (Accounts)
- g. Ordines y Providencias (Circulars/Decrees/Letters)
- h. Anuncios (Announcements)

- NB
1. All these books are to be authenticated in the Chancery, including the Receipts of the Parish!
    2. All data are to be filled in including the fees received.
    3. Even clear books can be used for the last three books (f, g, h) but with proper authentication of the Chancery.
    4. Parish Priest signs in all pages of the Books.
    5. Receipts are to be given for every transaction.
  2. Dispensation of Impediments and Banns are given by the Chancery only. Hence, refer the requests for marriage impediments and banns together with the appropriate Pre-Nuptial Investigation forms duly filled-up from the requesting parish.
  3. Clearance of the Chancery is needed for marriages of foreigners and minors below 21 years of age. The parties concerned should be sent to the Chancery together with your request and the Pre-Nuptial Investigation form duly filled-up.
  4. The requesting parish will receive a rescript of grant of Dispensation or Clearance from the Chancery to be filed among the documents of the said wedding in the Parish.
  5. To help the Rev. Pastors to implement better these instructions, all the Parish Secretaries and those working in the Parish Office should come for a one day seminar at the **Good Shepherd Parish Center on September 8, 2003. Registration at P150 per participant starts at 8:00 A.M. The seminar starts at 9:00 and ends with a Mass at 4:00 P.M.**

Given this 15<sup>th</sup> day of August, 2003 at Novaliches, Quezon City.

*for*

**Most Rev. Antonio R. Tobias**  
Apostolic Administrator

Attested to by:

**Rev. Fr. Jaime Z. Lara**  
Chancellor