



The Catholic Cemetery Association

of the Archdiocese of Boston, Inc.

Genealogy Research Request Policy

Our cemeteries' records have been designed and maintained to provide immediate and specific cemetery related information to authorized parties. For example, an individual's burial location can be provided immediately and at no cost to the requester.

We are happy to service the needs of those who are interested in further researching their family's genealogy. To provide timely and efficient customer service for genealogy requests, adherence to the following procedures and policies is necessary:

- Complete the enclosed Genealogy Research Request Form for each lot search being requested. Additional Request Forms can be printed from or completed on our website under the "Genealogy" section at ccemetery.org or obtained via mail by calling our Records Department at 781-322-6300.
- A fee of \$85.00 **per lot** must be submitted along with each genealogy request. If we are unable to provide the information requested (due to limited records) the fee will be returned. Checks/money orders for the appropriate amount should be made payable to *The Catholic Cemetery Association*. Check memo: Genealogy Request. **Please, no cash payments.**
- Please mail the completed form(s) and payment to:

The Catholic Cemetery Association of the Archdiocese of Boston, Inc.
100 Cummings Center
Records Department, Suite 422G
Beverly, MA 01915

Under normal conditions, you can expect genealogy results within thirty days. In times that client service volumes are high, the wait may be longer than thirty days, but this policy has been implemented in the belief that it will help us to serve you in the most effective, efficient manner. Upon completion of your request, we will provide you with the following information:

- Date of Burial
- Age at time of death (if available)
- Burial location within respective cemetery (if available)

Please note: information regarding birth dates, marriage(s) and cause of death will not be provided. Also, we cannot provide any information regarding parish cemeteries. Requests of this type must be made to the parish directly.



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The information below is to be completed by the family member making the request. Please answer each section as completely and accurately as possible to help us facilitate a comprehensive search. Please note: "Date of Death" is the most important field in locating burial records.

Date of Request:

Name of Requester:

Relation to the Deceased:

Address of Requester:

Phone Number of Requester:

Email of Requester:

Cemetery and City of Burial/Entombment:

Last Name of Deceased:

First Name of Deceased:

Date of Death:

Age at Death:

Any other information that may assist us in locating necessary records:
