Dear Researcher,

For a search of the records of Conseil régional Nakonha:ka Regional Council the following applies:

* Because the Region Archivist only works one day per week we can only do limited genealogical searches. It might be several weeks before you receive results of the search. If you require further research after the initial search, we can refer you to a genealogist or genealogical organization.
* There are limits on accessibility to civil registers due to provincial and federal privacy legislation and the United Church of Canada’s privacy policy. Records less than 100 years old are accessible only by the person of record with the exception of a deceased person, in which case, the records are accessible 30 years after the date of death. Searchable time span of records begins at the official formation of the congregation.
* If you are requesting your own records, proof of identification will be required in the form of photo identification such as: a driver’s license, or a passport, or a provincial Medicare card.

If you wish us to carry out a search for you please fill in the attached form and return it with your payment.

The contact information for our locations:

Pastoral Charges of the former Montreal Presbytery, Consistoire Laurentien & Quebec Pastoral Charges of the Ottawa Presbytery

*Contact person: Beverly Anderson-Levine, Conseil Régional Nakonha:ka Regional Council*

225 - 50th Avenue, Lachine, QC H8T 2T7

Telephone: 1-800-268-3781 ext. 6199 or 514-634-7015

E-mail: bandersonlevine@united-church.ca

Pastoral Charges of the former Quebec-Sherbrooke Presbytery (Eastern Townships pastoral charges)

Eastern Townships Resource Centre  
Bishop’s University  
2600 College Street  
Sherbrooke, Quebec  
J1M 1Z7

Jodi Robinson, Archivist  
819-822-9600, ext. 2261  
[etrc2@ubishops.ca](mailto:etrc2@ubishops.ca)

Pastoral Charges of the former Quebec-Sherbrooke Presbytery (Pastoral charges other than Eastern Townships)

Bibliothèque et Archives nationales du Québec - Sherbrooke

225, rue Frontenac, bureau 401  
Sherbrooke (Québec)  J1H 1K1

Telephone : 819 820-3010 ou 1 800 363-9028  
Fax : 819 820-3146  
E-mail : [archives.sherbrooke@banq.qc.ca](mailto:archives.sherbrooke@banq.qc.ca)

*Ottawa and Seaway Valley Presbyteries are now part of the Eastern Ontario Ouatouais Region:  
Contact person: Larry Richardson* Mailing Address: Ottawa City Archives

Tel: 613-580-2424, ext. 13333 (Ottawa City Archives) c/o City of Ottawa

Fax: 613-580-2614 110 Laurier Avenue West

Email:  LRichardson@united-church.ca Ottawa, ON K1P 1J1

Street Address: James K. Bartleman Centre Mail Code: 443

100 promenade Tallwood (corner of Woodroffe)

Ottawa, Ontario

**REQUEST FOR CIVIL REGISTER RECORDS SEARCH**

Please return with your payment of $25 per enquiry by cheque to "Nakonha:ka Regional Council"

with *Heritage Trust Fund* on the memo line or by e-transfer to email address [bruse@united-church.ca](mailto:bruse@united-church.ca) and indicate in the message area that this is payment for a register search.

\*Applicant’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Subject’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Type of Extract: Baptism \_\_\_\_ Marriage \_\_\_\_ Death \_\_\_\_

\*Church/Pastoral Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date of Register Entry: (at least approximate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Information

Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Mother’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_

Father’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Reason for the request

Other relevant information

The register(s) for the location indicated will be checked for two years on both sides of the date indicated for your entry. If unsuccessful, alternative records’ searches may be recommended by our archivist.

The search fee is non-refundable so please be precise with your request.

\*Required fields