

Transfer Document

Object Being Transferred: _____

Description: _____

Declaration:

The ownership of the object named and described above

was transferred from _____
Name of parish/institution making transfer

by the authority of _____
Name of person representing parish/institution making the transfer

to _____, and was received by
Name of parish/institution making transfer

_____ on the date specified below.
Name of person representing parish/institution receiving the transfer

The receiving institution declares that the item will not be used in any sordid or unbecoming way.

Signature of person representing the parish or
institution making the transfer

Signature of person representing the parish or
institution receiving the transfer

Date

Date

The original of this form is to be retained in the parish/institution archives. If the object transferred is of significant historical, artistic, or material value, and/or of the permission of the bishop was required to alienate the object, a copy of this form is to be sent to the Diocesan Archives.