

Alabama Department of Archives and History

P.O. Box 300100 Montgomery, AL 36130-0100 (334)242-4435 www.archives.alabama.gov

Out-of-State Reference Request Form

(Research Fee: \$25.00 per surname)

To assist those unable to visit the Archives, our staff can provide limited reference service in the categories listed below for **one surname only**. Use a separate form for each request. To cover the costs of staff time, equipment, copying, and postage, **a non-refundable fee of \$25.00 must accompany each request (*no research will be done without payment*)**. If information is located, the fee covers the cost of up to 20 photocopies; **additional copies are \$.25 each**. Although the fee will be retained *even when no information is found*, a report of the search and suggestions for further research will be mailed to you. **Please fill in the following spaces completely; this information is essential - staff members cannot assist you without it.**

Full name of person to be researched:

Race (*in earlier years some records were kept separate according to race*):

County:

Approximate year of birth:

Gender

Male

Female

Parents' names, if known:

Spouse name, if known:

Other information: (Please tell us what information you are hoping to find)

Check no more than four boxes, total, in the following categories. Staff members will research only four records.

Alabama County Probate Records

Marriages

Wills/Estates/Probate Records

Approximate year of marriage:

Approximate year of wills/estates/probate records:

Alabama Confederate Military Records

ADAH Service Record Cards

Pension Applications

For Service Records - specify regiment if known:

For Pensions - Specify widow's name

Other Alabama Military Records

Militia Records (including Indian Wars, War of 1812, Mexican War, and other Pre-Civil War service)

Revolutionary War

Spanish-American War

World War I

Other Alabama Records

Surname files or genealogical folders (1924-1979)

Maps

Private Manuscripts

Newspapers

For Maps - specify year and area of state:

For Private Manuscripts - specify collection name and series level:

For Newspapers - specify paper, county, exact date and subject, and page number:

Federal Census Records for Alabama

(Census records are official documents listing parents' names and children living in household.)

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|------|------|------|------|------|------|------|------|
| 1820 | 1830 | 1840 | 1850 | 1860 | 1870 | 1880 | 1900 |
| 1910 | 1920 | 1930 | 1940 | | | | |

Your Name:

Daytime Phone #:

Mailing Address:

City:

State:

Zip Code:

If paying by credit card, check one:

Visa

Master Card

American Express

Credit Card Number:

Expiration Date:

Please print this form and enclose your credit card information, check, or a money order for the non-refundable research fee of \$25.00. The checks or money orders should be made payable to the Alabama Department of Archives and History. Our mailing address is P.O. Box 300100, Montgomery, AL 36130-0100. Please include a driver's license number on personal checks. A fee of \$30 may be assessed for returned checks.