

# Alabama Department of Archives and History

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

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## In-State Reference Request Form

(Research Fee: \$15.00 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 \$15.00 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)

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*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.)

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

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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 \$15.00. 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.**