Alabama DEPARTMENT OF ARCHIVES & HISTORY

**ADAH Reference Requests**
P.O. Box 300100
Montgomery, Alabama 36130
Phone: 334-242-4435
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# OUT-OF-STATE REFERENCE REQUEST FORM

## Fee: $25 Per Surname

For those unable to visit the Archives, Reference Room Staff can provide limited researched service in the below categories for **only one surname per request**. To defer the costs of staff time, equipment usage, 20 scans/copies, and postage, **the above fee will be assessed and is non-refundable even if no information is found**. We will contact you regarding any copies beyond the first 20, and those will be $0.25 per page. We will furnish you with a report and/or letter of further research recommendations at the conclusion of our search. **Please type or neatly fill out the spaces on this form as Staff cannot assist you without this crucial information**.

## About Yourself

_____ _____
Your Name Phone Number

_____ _____ _____ _____
Mailing Address City State Zip Code

_____
Driver's License or ID Number and Issuing State (if paying by check)

A $30.00 fee will be assessed for returned checks. Use the online form if paying by credit or debit card.

## Person to Research

_____ _____
Full Name of Person to Research Sex

_____ _____ _____
County & Local District if known Birth Year Race

_____
Spouses if known

_____ _____
Father or Head of House Mother

## Type of Records to Research

**Federal Census Records:** These are census records created by the federal government

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

**State Censuses And Other Population Lists**

☐ Pre-statehood population lists ☐ 1820 ☐ 1850 ☐ 1855 ☐ 1866 ☐ 1867 Voter Registration ☐ 1875 Voter Registration

**Check no more than four boxes in total for the following categories; staff will only search four boxes:**

**Confederate Records**

☐ ADAH Service Records ☐ Subject Files, Topic/Folder: _____

☐ Pension Applications ☐ Regimental Histories, Regiment: _____

**Military Records:** Militia records encompasses most pre-civil war conflicts involving Alabama residents.

☐ Revolutionary War ☐ Spanish-American War ☐ WWI Draft Cards & Service Records ☐ WWII Draft Cards

☐ Militia Records

**County Courthouse & Vital Records:** Those marked with (*) are incomplete and do not reflect every instance of the event within the given time period; those marked with (†) may be unavailable due to courthouse fire.

☐ *Birth Records, 1881-1930 ☐ *Death Records, 1881-1974, Year: _____ ☐ †Marriage Records, Year: _____

☐ †Divorce, Year: _____ ☐ †Wills/Probate Records, Year: _____

**Public and Private Alabama Records**

☐ Convict Records, 1850-1950 ☐ Surname Files ☐ Subject Files, exact topic/folder: _____

☐ Civil and County Officer Appointments, 1812-circa 1935 ☐ Newspapers: Be specific in notes

☐ Private Manuscripts: Be specific in notes

**Notes and other information:** Please describe your research question(s):