**In State Reference Request Form**  **FEE: $15 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 NEATLY fill out the spaces on this form as Staff cannot assist you without this crucial information.**

<table>
<thead>
<tr>
<th>Full Name of Person to Research</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>County &amp; Local District if known</td>
<td>Birth Year</td>
</tr>
<tr>
<td>Spouses, if known</td>
<td></td>
</tr>
<tr>
<td>Father or Head of House</td>
<td></td>
</tr>
</tbody>
</table>

**FEDERAL CENSUS RECORDS:** These are census records created by the federal government

- [ ] 1820
- [ ] 1830
- [ ] 1840
- [ ] 1850
- [ ] 1860
- [ ] 1870
- [ ] 1880
- [ ] 1890
- [ ] 1900
- [ ] 1910
- [ ] 1920
- [ ] 1930
- [ ] 1940

**STATE CENSUSES AND OTHER POPULATION LISTS**

- [ ] Pre-statehood population lists
- [ ] 1820
- [ ] 1830
- [ ] 1850
- [ ] 1855
- [ ] 1860
- [ ] 1865
- [ ] 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/other information, please describe your research question(s):

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Your Name

Mailing Address

City

State

Zip Code

Phone Number

Use Online Form if paying by credit Card. Please include Driver’s License or ID number along with the state that issued it on the line above. $30.00 fee for returned checks.