

ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

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

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 neatly and completely; this information is essential—staff members cannot assist you without it.**

Please Print - Full name of person to be researched: _____

*Race: _____

County: _____

Approximate Year of Birth: _____

Gender: _____

Parents' Names, if known: _____

Spouse Name, if known: _____

Other Information: *Please tell us what information you are hoping to find:* _____

*In earlier years some records were kept separate according to race.

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

ALABAMA COUNTY PROBATE RECORDS

Marriages: Approximate Year _____ Wills/Estates/Probate Records: Approximate Year _____

ALABAMA CONFEDERATE MILITARY RECORDS *Specify regiment, if known:*

ADAH Service Record Cards Pension applications—*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—*Specify year and area of state:*

Private manuscripts—*Specify collection name and series level:*

Newspapers on microfilm—*Specify newspaper, 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

Please print - Your name: _____

Daytime phone #: () _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

If paying by credit card, check one: Visa MasterCard American Express

Credit Card Number: _____

Expiration Date: _____

If not paying by credit card, enclose a check or money order for the non-refundable research fee of \$15.00 made payable to Alabama Dept. of Archives and History, 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.