

**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 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 \$25.00 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.