



LVA Use Only
Log # _____
Staff _____
Subject _____

ARCHIVES REFERENCE SERVICES Mail-In Archives Record Request Form

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail Address: _____

Questions? Please call Archives Reference at 804.692.3888, or visit our Web site at www.lva.virginia.gov.
 Mail request and payment to: Library of Virginia, Archives Reference Services, 800 East Broad Street, Richmond, Virginia 23219-8000

THE FOLLOWING RECORDS CANNOT BE RESEARCHED BY MAIL

Births, Deaths, and Marriages: Copies of birth and death records (1853–1896, 1912–present) and marriage records (1853–present) must be obtained from the Office of Vital Records and Health Statistics, P.O. Box 1000, Richmond, Virginia, 23218, 804.662.6200. Microfilm copies of some of these records may be borrowed through your local library’s interlibrary loan service.

Census Records: We neither search nor photocopy the federal census population schedules. Microfilm copies of the schedules are available from the National Archives and Records Administration, your local library, or through your local library’s interlibrary loan department.

Revolutionary War Service Records: Copies of official service records and federal pensions regarding Revolutionary War military service must be obtained from the National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington, D.C., 20408.

Confederate Service Records: Copies of official Confederate military service records must be obtained from the National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington, D.C., 20408.

West Virginia and Kentucky County Records: The Library of Virginia does not hold court records for those counties and cities now in West Virginia or Kentucky. We suggest that you write the Division of Culture and History, Archives and History Section, The Cultural Center, 1900 Kanawha Boulevard East, Charleston, West Virginia 25305; or the Kentucky Department for Libraries and Archives, P.O. Box 537, 300 Coffee Tree Road, Frankfort, Kentucky 40602.

Virginia Colonial Records Project: While microfilm copies of these records can be obtained through your local library’s interlibrary loan service, the Virginia Colonial Records Project does not hold reproduction rights from the foreign repositories. Thus, the Library of Virginia cannot provide copies of these documents. Requests for copies should be addressed to the repository holding the original document.

Total number of requests: _____ Total amount enclosed: _____

Please make checks payable to: **Library of Virginia**

Credit Card (*circle one*): Visa Mastercard

Name as it appears on card: _____

Account Number: _____ Expiration Date: _____

Cardholder’s Signature: _____ Security Code: _____

Archives Record Request Form

A NONREFUNDABLE SERVICE FEE is required with **each** request. Requests received without payment will be returned unanswered. The service provided by the Archives staff includes a search for **ONE PERSON** in **ONE RECORD** from specific indexed materials. Please be aware that a search may not locate the information that you seek. If extended or in-depth research is required, a list of professional researchers familiar with our holdings will be furnished.

PLEASE NOTE: The Archives staff does not conduct genealogical research. We reserve the right not to copy materials that might be damaged by photocopying.

Please allow 4–6 weeks for processing. Please select only ONE record per request:

LOCAL RECORDS

Deeds \$25_____ Wills, Inventories & Appraisals \$30_____ Marriage (County Only) \$25_____

Chancery—Option 1 (Bill, Answer & Decree) \$30_____ *Chancery—Option 2 (Entire Case) \$30_____ (plus price per page)

**Copy Option 2 (Entire Case) includes the case's three main components—bill, answer, and decree, but patrons will be billed for additional pages before the order is processed as follows: 50 cents per page plus shipping for cases in paper format; \$3.00 per page plus shipping for cases on microfilm. If chancery records are available on microfilm, a researcher may borrow up to 5 reels through Interlibrary Loan.*

MILITARY RECORDS

Colonial Wars (French & Indian/Dunmore) \$25_____ Revolutionary War State Pension Application \$30_____

Revolutionary War VA Public Service Claims \$30_____ Revolutionary War Rejected Claims \$30_____

Revolutionary War Land Office Military Certificates & Bounty Land Warrants \$30_____

Civil War—VA Confederate Pension Applications \$30_____ Mexican War \$25 _____

Civil War—VA Confederate Rosters \$25_____ WWI History Commission Questionnaires \$25_____

Civil War—VA Confederate Disability Applications \$30_____

STATE RECORDS

Land Office Patents & Grants \$25_____ Northern Neck Land Grants & Surveys \$30_____

Legislative Petitions \$30_____ SCC Charter Books \$30_____ Personal Property Taxes \$25_____ Land Taxes \$25_____

MISCELLANEOUS

Bible Records \$25_____ *Other Records (e.g., genealogical notes, personal papers, maps, etc.) \$25_____

**"Other Records" refers to those not listed on this form. For the \$25 service fee, you will receive either 10 photocopies, 5 photoprints (copies from microfilm), or 5 scans. If copies of the completed document exceed these limits, a statement for additional copying costs will be sent to you before the order is processed.*

Full name of person to be searched: _____

Specific record requested: _____

County or City where recorded: _____

Date (or approximate date) recorded: _____

Additional information: _____