



ARCHIVES REFERENCE SERVICES – MAIL-IN ARCHIVES RECORD REQUEST FORM

LVA Use Only Log # Staff Subject

Name: Street Address: City: State: Zip Code: Daytime Phone: E-mail Address:

Questions? Please call Archives Reference at 804.692.3888, or visit our website at www.lva.virginia.gov.

Mail request and payment to: Library of Virginia, Archives Reference Services, 800 East Broad Street, Richmond, Virginia 23219

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:

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:

<p><b>LOCAL RECORDS</b></p> <p>Deeds \$25 _____ Wills, Inventories &amp; Appraisals \$30 _____ Marriage (County Only) \$25 _____</p> <p>Chancery—Option 1 (Bill, Answer &amp; Decree) \$30 _____ *Chancery—Option 2 (Entire Case) \$30 _____ (plus price per page)</p> <p><i>*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.</i></p>
<p><b>MILITARY RECORDS</b></p> <p>Colonial Wars (French &amp; Indian/Dunmore) \$25 _____ Revolutionary War State Pension Application \$30 _____</p> <p>Revolutionary War VA Public Service Claims \$30 _____ Revolutionary War Rejected Claims \$30 _____</p> <p>Revolutionary War Land Office Military Certificates &amp; Bounty Land Warrants \$30 _____</p> <p>Civil War—VA Confederate Pension Applications \$30 _____ Mexican War \$25 _____</p> <p>Civil War—VA Confederate Rosters \$25 _____ WWI History Commission Questionnaires \$25 _____</p> <p>Civil War—VA Confederate Disability Applications \$30 _____</p>
<p><b>STATE RECORDS</b></p> <p>Land Office Patents &amp; Grants \$25 _____ Northern Neck Land Grants &amp; Surveys \$30 _____</p> <p>Legislative Petitions \$30 _____ SCC Charter Books \$30 _____ Personal Property Taxes \$25 _____ Land Taxes \$25 _____</p>
<p><b>MISCELLANEOUS</b></p> <p>Bible Records \$25 _____ *Other Records (e.g., genealogical notes, personal papers, maps, etc.) \$25 _____</p> <p><i>*"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 photocopies from bound materials. Contact Archives Reference Services for information and pricing regarding digital images. 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.</i></p>

Full name of person to be searched: \_\_\_\_\_

Specific record requested: \_\_\_\_\_

County or City where recorded: \_\_\_\_\_

Date (or approximate date) recorded: \_\_\_\_\_

Additional information: \_\_\_\_\_