



ARCHIVES REFERENCE SERVICES – MAIL-IN ARCHIVES RECORD REQUEST FORM

LVA Use Only Log # Staff Subject

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail Address: _____

A non-refundable \$10 service fee is required for each request. The service fee 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.

The \$10 service fee includes up to 20 photocopies, PDFs or JPGs from the service copy of the record. If copies exceed this limit, an invoice for additional copy and shipping costs will be sent and must be paid before the order is processed. Please be sure to note the format needed. Records that have been microfilmed will be copied/scanned from the microfilm and not the original record. We reserve the right not to copy materials that could be damaged by photocopying.

There is a limit of 8 requests per person/company/address per month. Please allow 4 to 8 weeks for processing. Multiple orders may not all be completed at the same time. Please select only one record per request.

Please contact Archives Reference Services at 804.692.3888 or archdesk@lva.virginia.gov for options regarding vital records before sending in a request form as there are copy restrictions.

Please note that the following records cannot be obtained from the Library of Virginia by mail:

- Census Records: We neither search nor copy the federal census schedules.
Military Service Records: Revolutionary War, Confederate, and other official service records must be obtained from the National Archives & Records Administration in Washington, D.C.
Virginia Colonial Records Project: The Library of Virginia does not hold reproduction rights. Copies must be obtained from the repository holding the original records.

Total number of requests: _____ Total amount enclosed: _____

One cover sheet (this page) can accompany multiple requests but each request should be on a separate sheet (next page).

Please make checks payable to: Library of Virginia

Credit Card (select one): VISA MasterCard

Account Number: _____ Expiration Date: _____

Cardholder's Name/Signature: _____ Security Code: _____

Local Records:

Deed Will (+ Inventory/Appraisal if available) Pre-1853 Marriage Undigitized Chancery

Military Records:

Colonial Wars (French & Indian/**Dunmore) **Revolutionary War State Pension Application

Revolutionary War VA Public Service Claim **Revolutionary War Rejected Claim

Revolutionary War Land Office Military Certificates & **Bounty Land Warrants

**Civil War – VA Confederate Pension Application

Civil War – VA Confederate Roster **Confederate Disability Application

State Records:

**Land Office Patent or Grant **Northern Neck Land Grant & Survey

**Legislative Petitions SCC Charter Books Personal Property Taxes Land Taxes

Other: A record not listed above such as private papers, other state or local records, etc.

**** Record is available in digital format on the Library of Virginia website.**

Full name of person to be searched: _____

Specific record requested: _____

County or City where recorded: _____

Date (or approximate date) recorded: _____

Additional information: _____

Select ONE Format: Photocopies PDFs (via dropbox) JPGs (300 dpi) (via dropbox)

Please certify with Library of Virginia stamp ([available for photocopies only](#)).

Mail request and payment to: Library of Virginia, Archives Reference Services, 800 E. Broad St., Richmond, VA 23219
Questions? Please call Archives Reference Services at 804.692.3888 or visit our website at www.lva.virginia.gov.



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