



Pennsylvania State Archives
 350 North Street
 Harrisburg, PA 17120-0090
www.phmc.state.pa.us
 (717) 783-3281



State Land Records Order Form

Explanation of Fees and Services

When ordering research or copies of State land records, you have two options:

1. **If you do not know the unique document number or page number**, then you will first need to pay for a search, wherein a staff archivist will use indexes to determine the relevant numbers. The cost per name or tract **per county** is a non-refundable charge of:
 - \$25.00 for Non-Pennsylvania residents
 - \$15.00 for Pennsylvania residents
 The search cannot be made until payment is received. The search fee includes the cost of copying up to ten standard xerox pages (single sided). Additional copies will be provided upon submission of an appropriate order form and payment.
2. **If you already know the document number or page number** of the item(s) that you want to have copied, you can order your copies individually, as indicated below (\$3.00 each for uncertified copies, or \$18 each for certified). No search fee is necessary for known documents, only the copy fee. On the other side of this form, provide the applicable information such as name of purchaser, county, date(s), application number, warrant number, survey book and page number or patent book and page number. Copies will not be made until payment has been received. Copy prices for known documents are as follows:

	Uncertified copy	Certified copy
Application - a request for a warrant to have a survey made	\$3.00	\$18.00
Warrant – the authority to survey a tract of land; initiates title	\$3.00	\$18.00
Survey - a sketch of the tract of land surveyed pursuant to the issuance of a warrant	\$3.00	\$18.00
Patent - the official document passing clear title to land from the Commonwealth to private ownership	\$3.00	\$18.00

NOTE: Most of the indexes and the survey books may be found online at: www.phmc.state.pa.us. All of the above records and indexes are available on microfilm in the Archives Search Room where patrons may make their own reader-printer copies at a nominal fee. The microfilms are also available at various libraries, and duplicates may be purchased from the State Archives.

Warrantee Township Maps – map showing the relative locations of warrant tracts within an entire township. These maps are filed by current county and township name; **warrantee maps do not exist for all townships**. A list of completed maps and digital copies of them are available on the State Archives website: www.phmc.state.pa.us. Generally, the price of paper copies is **\$6.00 per linear foot**.

Digital copies of these maps may be purchased from the State Archives. Contact Archives staff to order a digital file for the township in which you are interested.

Make check or money order payable to: **COMMONWEALTH OF PENNSYLVANIA. Do not send cash!**

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Name: _____
 Address: _____

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#1 – Basic Records Search (see other side)

Records Search (one name per order form)	(circle appropriate fee)
Name _____	\$25.00 Non-Pennsylvania Resident
Date(s) _____	\$15.00 Pennsylvania Resident
County _____	

#2 – Copies of Specific Known Records (Please do not include payment for copies if you order a Records Search. You must provide the necessary volume and page numbers below for copy orders.)

Application	Uncertified	Certified
Application No. (if any) _____	\$3.00	\$18.00
Name of Applicant _____		
Date of Application _____		

Warrant	Uncertified	Certified
Warrant No. _____	\$3.00	\$18.00
Warrantee _____		
County of Warrant _____		

Survey	Uncertified	Certified
Volume _____ Book _____ Page _____	\$3.00	\$18.00

Patent	Uncertified	Certified
Patentee _____		
Date _____	\$3.00	\$18.00
Volume _____ Book _____ Page _____		

Shipping & Handling	<u>Total of Order</u>	<u>Fee</u>	Subtotal of Copies: _____
(Do not add shipping to Record Search fee, only to copy orders)	\$10.00 or less	\$1.00	_____
	\$10.01-\$100.00	\$7.00	_____
	\$100.01-\$500.00	\$25.00	
	Over \$500.00	\$40.00	

Total Enclosed (payable to **COMMONWEALTH OF PENNSYLVANIA**): _____