



Pennsylvania State Archives Mail Reference Order Form



A.) TYPE or CLEARLY PRINT your name, address, and zip code

B.) Please include your area code and phone number

C.) For the person or subject on which you seek information (complete all that apply)

| | |
|---------------------------------|--------------------------------|
| Name: _____ | Prisoner Number : _____ |
| County of Residence: _____ | Date of Incarceration: _____ |
| Date of Birth: _____ | Date of Naturalization: _____ |
| Military Unit: _____ | Mine District Number: _____ |
| Date of Military Service: _____ | Date of Mine Accident: _____ |
| Date of Land Purchase: _____ | Date of Hospitalization: _____ |
| Other: _____ | |

Please enclose the appropriate amount in check or money order ONLY. **Do not send cash.** This fee is non-refundable. We will process your order upon receipt of payment. Please include a stamped, self-addressed, business-size envelope and *allow at least 8-12 weeks* for completion of your order.

Make Check or Money Order payable to: Commonwealth of Pennsylvania

1.) Requests from Non-Pennsylvania Residents: **\$25.00 per name or item**

2.) Requests from Pennsylvania Residents: **\$15.00 per name or item**

Staff will check an individual series of records or Record/Manuscript Group. The search cannot be made until payment is received. The search fee includes the cost of copying up to ten pages (single sided). If there are additional copying costs, you will be notified or an invoice will be sent with the material. Failure to pay an invoice will result in the denial of any future copying services until the account is satisfied.

Mail form to: Reference Section, Pennsylvania State Archives, 350 North Street, Harrisburg, PA 17120-0090.

Circle ONLY ONE numbered record that you would like to have searched. Each additional search request (up to a maximum of **5** searches) requires a separate form with the appropriate fee. All fees may be paid by one check or money order. Copies of this form are acceptable.

Pennsylvania Military Records: Our military service records contain little genealogical data such as place of birth, kinship or marriage. Any genealogical information found on records IN OUR CUSTODY will be noted on our military service statement or certificate. Please provide the full name, county of residence, date of service, and unit of service (if known). **The State Archives does not compile or copy histories of military units. Also, the State Archives does not search or copy the published volumes entitled the Pennsylvania Archives.**

1. French and Indian War, 1754-1763
2. Revolutionary War, 1775-1783
3. Militia (up through 1783/ officers only 1783 - 1860)
4. War of 1812, 1812-1815
5. Mexican War, 1846-1848
6. Civil War, 1861-1865 [*The National Archives has Pension Records for veterans of the Civil War*]
7. Pennsylvania National Guard, 1867-1940
8. Spanish-American War, 1898-1913
9. Mexican Border Campaign, 1916-1919
10. World War I, 1917-1918
11. World War II, 1941-1945: **Bonus Applications** [*restricted to veterans' agencies and immediate family members*]

Passenger Lists:

12. The Archives holds only original lists of passengers showing arrivals of continental Europeans at the Port of Philadelphia, 1727-1808, published as ***Pennsylvania German Pioneers*** (compiled by Ralph Strassburger and William J. Hinke). These three volumes may be consulted at most large libraries and historical societies. *The lists do not cover British subjects (England, Ireland, Scotland & Wales) since their status remained unchanged by their removal from one part of the King's dominions to another.* We can search the original lists if we are given the full name of the individual.

Naturalization Records:

13. The Archives holds naturalization records of the Pennsylvania Supreme Court, 1794-1868, which sat in Philadelphia, Pittsburgh, and Chambersburg. A search of these records can be made if we are given the full name of the individual and the approximate date and place of naturalization.
14. Naturalization Lists--*NOT individual papers*--are available for the colonial period, 1740-1773. The lists are published with an index in ***Persons Naturalized in the Province of Pennsylvania, 1740-1773***. We can search these lists if the full name of the alien and an approximate date of naturalization can be provided.

❖ Persons who wish information about citizenship granted elsewhere before 1906 should send their inquiries to the clerk of the federal, state, county or municipal court that issued the naturalization certificate. The Bureau of Citizenship and Immigration Services, Washington, DC (www.immigration.gov), has duplicate records of all naturalizations that occurred after September 26, 1906.

15. **Pennsylvania Vital Records:** Birth and deaths were not recorded on a statewide basis before 1906 with two exceptions. The State Archives has scanty records for 1852-54 (**not all counties have records for this period**), and marriages only 1885-1889. Individual counties are responsible for keeping birth and death registrations, 1893-1906, and marriage licenses, 1885-present. We can search **vital records for 1852-54** if we have the full name of the individual and county of residence.

❖ For Pennsylvania births and deaths after 1906, please contact the Division of Vital Records, P.O. Box 1528, New Castle, P.O. Box 1528, New Castle, PA 16103, (724) 656-3100.

Prison Records: The Archives has population records for Pennsylvania's earliest penitentiaries, Western State Penitentiary and Eastern State Penitentiary. A search of these records can be made if we are given the full name of the individual, prisoner number (if known), and date of incarceration.

16. Eastern State Penitentiary, 1829-1957
17. Western State Penitentiary, 1826-1957

Mine Accidents: The Archives has anthracite and bituminous mine accident registers from the Department of Mines and Mineral Industries that covers the years 1899-1972. A search of these records can be made if we are given the full name of the individual, the mining district number, and date of the accident.

18. Anthracite Mines

19. Bituminous Mines

20. Pennsylvania Land Records: State land records documenting the sales of land by the Proprietary and the Commonwealth governments (warrants, surveys, and patents, *not deeds*) are maintained by this office. A detailed explanation of the materials is found in ***Pennsylvania Land Records*** by Donna B. Munger, a copy of which may be purchased from the Publication Sales Section.

!!!!!!THINGS TO REMEMBER WHEN ORDERING A SEARCH!!!!!!

- ❖ The State Archives does not collect or copy family histories or family history indexes.
- ❖ Wills, deeds, birth and death records (1893-1906), marriage records, and tax records are located at individual county courthouses, or historical or genealogical societies.
- ❖ Records relating to your request may be held by the National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 (www.archives.gov).
- ❖ Pertinent material may be available at a county or local historical or genealogical organization, or courthouse.
- ❖ **Newspapers:** Pennsylvania newspapers are maintained by the Newspaper Section of the State Library of Pennsylvania, 333 Market Street, Harrisburg, PA 17126-1745 (www.statelibrary.state.pa.us).
- ❖ **Published *Pennsylvania Archives*:** The State Archives does not search or copy the published volumes entitled the *Pennsylvania Archives*. These volumes are available in many libraries and through interlibrary loan. Digital copies of the volumes may be found on the web at: www.iarchives.com (then select "Demos," the "Public," then "Genealogy Data").