

Pennsylvania State Archives
 350 North Street
 Harrisburg, PA 17120-0090
 www.pastearchives.com
 (717) 783-3281

Pennsylvania State Archives
Non-Certified Copy of Birth or Death Certificate
Mail Order Form



Part 1.

TYPE or CLEARLY PRINT

Name and mailing address of individual requesting record

Area Code and Phone Number

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Email Address

Part 2.

Please print information below regarding person named on requested record.

Enter only one certificate request per line. Name, date, and certificate number is required for each record requested.

~ *Please note, for 1908-09 birth records ONLY, you must provide the month and county where the person was born.* ~

For Archives staff to search for the certificate number, use the [Mail Reference Order Form](#).

| <u>Type of Record</u> | | <u>Name</u> | <u>Date of Birth or Death</u> | <u>Certificate Number</u> |
|-----------------------|--------------|-------------|-------------------------------|---------------------------|
| <u>Birth</u> | <u>Death</u> | | | |
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Part 3.

Please indicate the number of certificates requested: _____ X \$5.00 per certificate = \$ _____

Please enclose a check or money order in the total amount. Do not send cash. This fee is non-refundable. We will process your order upon receipt of payment. Please *allow at least 2-3 weeks* for completion of your order.

Make Check or Money Order payable to: Commonwealth of Pennsylvania

Mail this completed form and payment to:

Pennsylvania State Archives
ATTN: Vital Statistics
350 North Street
Harrisburg, PA 17120-0090

For staff use only

Archives Staff Member: _____ Date Received: _____
 Date Pulled: _____ Date Mailed: _____