

Pennsylvania State Archives
1681 North Sixth Street
Harrisburg, PA 17102-1106
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, 1911 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>			

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
1681 North Sixth Street
Harrisburg, PA 17102-1106

For staff use only

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