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

Pennsylvania State Archives Mail Reference Order Form

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

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B.) Please include your area code and phone number:

_____

E-mail address:

_____

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

Name: _____

County of Residence: _____

Date of Birth: _____

Date of Death: _____

Birth Certificate Number: _____

Death Certificate Number: _____

Date of Marriage: _____

Date of Military Service: _____

Military Unit: _____

Date of Land Purchase: _____

Prisoner Number : _____

Date of Incarceration: _____

Date of Naturalization: _____

Date(s) of Employment with the Pennsylvania Railroad:

_____

Location of Mine: _____

Mine District Number: _____

Date of Mine Accident: _____

Date of Hospitalization: _____

Name of Hospital: _____

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 *allow at least 4-6 weeks* for completion of your order.

Make Check or Money Order payable to: Commonwealth of Pennsylvania

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◇ **Requests from Non-Pennsylvania Residents: $25.00 per name or item**

◇ **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 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, 1776-1783- 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**

Passenger Lists:

12. The Archives holds original lists of passengers showing only 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 volumes may be consulted at **www.ancestry.com** and at many 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.uscis.gov) has duplicate records of all naturalizations that occurred after September 26, 1906.

Pennsylvania Vital Records:

15. Birth and deaths were not recorded on a statewide basis before 1906. The State Archives has scanty records for 1852-54 (**not all counties are represented in these records**). Individual counties were responsible for keeping birth and death registrations, 1893-1906. We can search **birth and records for 1852-54** if we have the full name of the individual and county of residence. Digital copies of the records also are available online at **www.ancestry.com**.

16. The Archives has a record of marriages for some counties for 1885-91. Individual counties are responsible for keeping marriage licenses, 1885-present. We can search 1885-91 marriage records if we have the full name of the bride or groom and date of marriage. Digital copies of the 1885-89 records also are available online at **www.ancestry.com**.

17. The State Archives holds Pennsylvania birth certificates for 1906-1912 and death certificates for 1906-1967. To search these records, we need the full name of the person and the date of birth or death. Pennsylvania death certificates, 1906-1964, are available for research on www.ancestry.com. Use the Non-Certified Copy of Birth or Death Certificate Mail Order Form if the date and certificate number are known.

❖ **Copies of Pennsylvania vital records not in the custody of the State Archives (birth certificates, 1913-present; death certificates, 1968-present) and certified copies of birth and death records, 1906-present, must be obtained from the Division of Vital Records, P.O. Box 1528, New Castle, P.O. Box 1528, New Castle, PA 16103, (724) 656-3100 (www.health.state.pa.us).**

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 the date of incarceration.

18. Eastern State Penitentiary, 1829-1957
19. Western State Penitentiary, 1826-1970
20. Pennsylvania Industrial Reformatory, Huntingdon, 1889-1932

Mine Accidents: The Archives has anthracite and bituminous mine accident registers from the Department of Mines and Mineral Industries that cover 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 or location of the mine, and date of the accident. A database of the entries may be found on the "Coal Miners & Mining" page of the Archives website.

21. Anthracite Mines
22. Bituminous Mines

23. 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*** (Scholarly Resources, 1991) by Donna B. Munger. Digital copies of most of the available indexes and of the copied survey books are located on the Archives website.

24. State Hospital Records: *Patient medical or mental health records from state hospitals are restricted to former patients or their legal representatives.* In hospital records received prior to the implementation of the HIPAA law on April 14, 2003, the Archives will search for genealogical information such as birth and death dates, names of parents and children, place of residence and occupation. The full name of the patient, name of the state hospital, and dates of hospitalization are needed for research. No clinical or medical information related to the condition, diagnosis or treatment will be released without authorization from the patient or their legal representative.

25. Pennsylvania Railroad Voluntary Relief Department Enrollment Cards: The primary record of employment with the Pennsylvania Railroad, held by the State Archives, is the Voluntary Relief Department enrollment card file, 1881-1968. The Archives does not hold personnel files. The former employee must be deceased for at least 25 years before the Archives is permitted to provide copies of the cards. When requesting research in this file, include the full name of the employee, birth date, place of residence, dates of employment, and any known jobs held with the Pennsylvania Railroad.

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

❖ Wills, deeds, birth and death records (1893-1906), marriage records, and tax records are located at individual county courthouses, or historical or genealogical societies.

❖ **Newspapers:** Pennsylvania newspapers are maintained by the Newspaper Section of the State Library of Pennsylvania, 333 Market Street, Harrisburg, PA 17126-1745 (www.education.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 books may be found on the web at: www.fold3.com.