

Pennsylvania State Archives
1681 North Sixth Street
Harrisburg, PA 17102-1106
www.pastatearchives.com
(717) 783-3281

Pennsylvania State Archives Mail Reference Order Form



State Land Records Order Form

Explanation of Fees and Services

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

- 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 residentsThe 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.
- 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: The applications, warrants, and patent books are available online through FamilySearch.org. The indexes and copied survey books are available at www.pastatearchives.com.

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

State Land Records Order Form

Name: _____
 Address: _____

 Phone/Email: _____

Mail to: Pennsylvania State Archives
1681 North Sixth Street
Harrisburg, PA 17102-1106
www.pastatearchives.com
 (717) 783-3281
 Email: ra-statearchives@pa.gov

#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 (Do not add shipping to Record Search fee, only to copy orders)	<u>Total of Order</u> \$20.00 or less \$20.01-\$100.00 Over \$100.0	<u>Fee</u> FREE \$5.00 \$25.00	Subtotal of Copies: _____ _____
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Total Enclosed (payable to **COMMONWEALTH OF PENNSYLVANIA**): _____