

## NATIONAL ARCHIVES ORDER FOR COPIES OF PASSENGER ARRIVAL RECORDS

Dear Researcher,

Before completing the form, please read this page for ordering instructions and general information about the records that can be ordered with this form. Mail order photocopying service using this form is available **ONLY** from *Old Military and Civil Records (NWCTB-PA)*, *Textual Archives Services Division, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001*. For more information, please write to us at the address above.

### IMPORTANT INFORMATION

**WHAT WE HAVE:** The National Archives has inbound Federal ship passenger arrival records dating back to 1820 for most east coast and gulf coast ports and a few lists dating back to 1800 for Philadelphia. Ship passenger lists in our custody are not complete. Fire, dampness, or other causes destroyed many records in the 19th century before the creating agencies transferred them to the National Archives. During the 19th century, no law required passenger arrival records to be kept for persons entering the United States by land from Canada or Mexico. No law required the keeping of outbound passenger lists.

**WHAT WE CAN SEARCH: *Passenger Indexes:*** We can search indexes if you supply the following information: full name of the passenger, port of entry, and approximate date of arrival. The following major indexes exist: Baltimore (1820-1952), Boston (1848-91 and 1902-20), New Orleans (1853-1952), New York (1820-46 and 1897-1948), Philadelphia (1800-1948), minor ports (1820-74 and 1890-1924), and Canadian and Mexican border crossings after 1895. ***Unindexed Passenger Lists:*** We cannot search these lists without more specific information than we require for index searches. To search unindexed passenger lists through 1892, you must supply port of entry, name of the vessel, approximate date of arrival, and the full name and age of the passenger. For those lists, we can also make a search with port of embarkation, exact date of arrival, port of entry, and the full name and age of the passenger. To search unindexed lists after 1892, we need the port of entry, the name of the vessel, the exact date of arrival, the full name of the passenger, and the names and ages of accompanying passengers, if any. **PLEASE NOTE:** *There is no index for New York for the period 1847 through 1896 or for the period 1949 through the present.*

**ADDITIONAL INFORMATION:** You may order copies of an entire passenger list by making a specific request. Write to Old Military and Civil Records at the address above or contact us online at [www.archives.gov/contact](http://www.archives.gov/contact). We will notify you of the cost. In addition, you or your representatives may search records that are too voluminous for the National Archives staff to search. A list of independent researchers is available on our website at [www.archives.gov](http://www.archives.gov). ***Naturalization (Citizenship) Records:*** Naturalization records are separate from passenger arrival lists. The National Archives has copies of naturalization papers (1798-1906) for Massachusetts, New Hampshire, Rhode Island, and Maine and original records (1802-1926) for the District of Columbia. For information about citizenship granted elsewhere through September 26, 1906, write to the Federal, State, or municipal court that issued the naturalization. The US Citizenship and Immigration Service (USCIS), Washington, DC 20536 can furnish information on naturalizations that occurred after September 26, 1906.

### INSTRUCTIONS FOR COMPLETING THIS FORM

Use a separate NATF Form 81 for each passenger arrival record. Read the instruction sheet. Print your name (last, first, middle) and address in the block provided at the bottom of the form. Because of the volume of requests we receive, we are not able to write names and addresses on the form for you. We will return forms without return addresses when we are able. If the form is separated from the envelope, **we will be forced to destroy requests without return addresses**. The information must be legible. Keep a copy of the form for your records. Mail the original copy of the form to: *Old Military and Civil Records (NWCTB-PA)*, *Textual Archives Services Division, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001*. Please allow 60 to 90 days for processing your order. **DO NOT SEND PAYMENT WITH THIS FORM**. When we search your order, we will make photocopies of records that relate to your request. For credit card orders, we will mail the copies immediately. We accept MasterCard, VISA, American Express, and Discover credit cards. For other types of orders, we will mail the invoice with your copies. Payment is due upon receipt. Do not use this form to request certified copies of records. To request certified copies, contact us online at [www.archives.gov/contact](http://www.archives.gov/contact) or write to *Old Military and Civil Records (NWCTB)*, *Textual Archives Services Division, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001*.

PRIVACY ACT STATEMENT AND PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT  
APPEAR ON THE NEXT PAGE.

**PRIVACY ACT STATEMENT**

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

**PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT**

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0027. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.

**B05103109**

**NATIONAL ARCHIVES ORDER FOR COPIES OF PASSENGER ARRIVAL RECORDS**

*(See Instructions page before completing this form)*

**If we locate the record you identify below, we will copy it for you. The cost for these copies is \$25.00.**  
 Indicate your preferred method of payment at the bottom of this page. There is no charge for an unsuccessful search.

**SECTION A. IDENTIFICATION OF ENTRY**

DATE OF ARRIVAL	FULL NAME OF PASSENGER <i>(Give last, first, and middle names)</i>	AGE	SEX
STATE OF ENTRY			
PORT OF ENTRY	<b>NAMES OF MEMBERS OF IMMIGRANT FAMILY</b>		
SHIP NAME <i>(or Carrier Line)</i>			
PASSENGER'S COUNTRY OF ORIGIN			
<b>FILE CITATION</b> <i>(if known)</i>	MICROFILM PUBLICATION	ROLL	PAGE(S)

Comments:

**SECTION B. THIS SPACE IS FOR OUR REPLY TO YOU**

**We were unable to search for the file you requested above. No payment is required. Your request is returned because:**

- A SEARCH WAS NOT MADE because the records you requested are not documented in our ship passenger arrival list records. Please see the enclosed pamphlet for further information about our holdings.
- A SEARCH WAS NOT MADE because insufficient information was supplied.
- Our index to New York passenger arrivals covers the period 1820-46 and 1897-1943. We regret that we cannot undertake a page by page search of the lists for the period 1847-96, inclusive.
- Masters of vessels departing the United States were not required to list the names of passengers.

**SECTION C. METHOD OF PAYMENT PREFERRED AND YOUR SHIPPING ADDRESS (REQUIRED)**

<input type="checkbox"/> <b>CREDIT CARD FOR IMMEDIATE SHIPMENT of copies</b> <i>(see Instructions for credit cards we can accept)</i>	<input type="checkbox"/>
Signature <input type="text"/>	<input type="checkbox"/> <b>BILL ME</b> <i>(No credit card)</i>
Exp. Date <input type="text"/>	
Daytime Phone <input type="text"/>	

<b>Your Shipping Address</b>	Last Name		First Name, MI	
	Street			
	Street			
	City	State	ZIP or Postal Code	Country (if not USA)