

NATIONAL ARCHIVES ORDER FOR COPIES OF CENSUS RECORDS

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We receive orders more quickly when you submit them online. We will send you an email confirming that we have your request and you will be able to track the order online at no additional cost.

*If you wish to order by mail please read these ordering instructions and the general information about the types of 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-Census), Textual Archives Services Division, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.**

IMPORTANT INFORMATION

WHAT WE CAN PROVIDE: The National Archives can provide copies of specifically identified pages of Federal decennial population census schedules. To receive this photocopying service, you must provide the name of the individual listed, page number, census year, state, and county; for the 1880 through 1930 censuses, also include the enumeration district. For large cities, we also need the ward or parish. Frequently it is possible to use a census index to locate this information. In recent years, many private firms have produced statewide indexes to census records for specific years. These are available throughout the country in libraries that have genealogical collections. In addition to the printed indexes, there are microfilm indexes to the 1900 and 1920 censuses and partial indexes to the 1880, 1910, and 1930 censuses. From these printed and microfilm indexes, you can determine the exact page on which a family was enumerated and then place your order. Electronic versions of this and other forms are available on the NARA website, www.archives.gov. To assist you in your research, relevant reference books, catalogs and pamphlets are available for purchase online at estore.archives.gov.

The National Archives does not search census indexes, nor do we provide census research service by mail.

ALTERNATIVE APPROACHES: Federal population census records, 1790-1930, are available to you for research at the National Archives Building in Washington, DC, and in regional archives located in various parts of the United States (see next page for addresses). Furthermore, many public and private libraries and other research institutions have purchased microfilm copies of Federal censuses. Your local library, genealogical, or other research institution may be able to advise you about the availability of census records in your area.

Microfilm copies of Federal censuses, 1790-1930, and indexes to the 1880 and 1900-1930 censuses can be rented through a program operating in local libraries and historical or genealogical societies. This is a program established by the National Archives with a private contractor. For more information, please contact your local library or visit the NARA web site, www.archives.gov.

Microfilm copies of census records are available for purchase. An entire county or enumeration district for a given state or census year may be on one or more rolls of microfilm. For information about the cost of microfilm, write to: National Archives and Records Administration, Customer Services Center (NWCC2), Room 1000, 8601 Adelphi Road, College Park, MD 20740-6001, or call us at 1-86-NARANARA. Include in your inquiry the census year, the state, and the county or enumeration district.

INSTRUCTIONS FOR COMPLETING THIS FORM

Use a separate NATF Form 82 for each file that you request. You must complete blocks 1 – 7 (and 8, when applicable) or we cannot search for the file. Print your name (last, first, MI) and address in the box provided at the bottom of the form. This serves as your mailing label. **We destroy requests without return addresses.** All information must be legible. **If you wish to pay by credit card**, please enter the Card Validation Code in the space provided on the form. For Master Card, Visa and Discover, this is a three digit code found on the back of the card. For American Express this is a four digit code printed on the front of the card. 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 non-credit card orders, **DO NOT SEND PAYMENT WITH THIS FORM.** Instead, we will mail an invoice with your copies. Payment is due upon receipt. **Make a copy of the completed form for your records.** Mail it to: *Old Military and Civil Records (NWCTB - Census), 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. You will receive a postcard acknowledging receipt of your order and providing our tracking number. You can track the status of your order at our website, eservices.archives.gov/orderonline. Do not use this form to request certified copies of records. To request certified copies contact us at www.archives.gov/contact or write to the above address. You may also request our free genealogical information leaflets with more information about the availability of records pertaining to military service or family histories and additional forms by using the same contact information.

THE NATIONAL ARCHIVES REGIONAL ARCHIVES SYSTEM

You may visit one of the regional archives listed below to research Federal population census records, 1790-1930. We suggest that you call for current hours of operation or go to www.archives.gov/facilities. Please note: The mail order photocopying service by using this form is available **ONLY** from *Old Military and Civil Records (NWCTB-Census)*, *Textual Archives Services Division*, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.

National Archives - Northeast Region (Boston)

380 Trapelo Road, Waltham, MA 02452-6399
Phone: 781-663-0130
Email: waltham.archives@nara.gov

National Archives - Northeast Region (Pittsfield)

10 Conte Drive, Pittsfield, MA 01201-8230
Phone: 413-236-3600
Email: pittsfield.archives@nara.gov

National Archives - Northeast Region (New York City)

201 Varick Street, New York, NY 10014
Phone: 212-401-1620 or 1-866-840-1752
Email: newyork.archives@nara.gov

National Archives - Mid Atlantic Region (City Center Philadelphia)

900 Market Street, Philadelphia, PA 19107-4292
Phone: 215-606-0100
Email: philadelphia.archives@nara.gov

National Archives - Southeast Region (Atlanta)

5780 Jonesboro Road, Morrow, GA 30260
Phone: 770-968-2100
Email: atlanta.archives@nara.gov

National Archives - Great Lakes Region (Chicago)

7358 South Pulaski Road, Chicago, IL 60629-5898
Phone: 773-948-9001
Email: chicago.archives@nara.gov

National Archives - Central Plains Region (Kansas City)

2312 East Bannister Road, Kansas City, MO 64131-3011
Phone: 816-268-8000
Email: kansascity.archives@nara.gov

National Archives - Southwest Region (Fort Worth)

501 West Felix Street, Building 1, Fort Worth, TX 76115-3405
Phone: 817-334-5525
Email: ftworth.archives@nara.gov

National Archives - Rocky Mountain Region (Denver)

Building 48, Denver Federal Center, West 6th Ave and Kipling Street, P.O. Box 25307, Denver, CO 80225
Phone: 303-407-5700
Email: denver.archives@nara.gov

National Archives - Pacific Region (Laguna Niguel)

24000 Avila Road, 1st Floor, East Entrance, Laguna Niguel, CA 92677-3497
Phone: 949-360-2641
Email: laguna.archives@nara.gov

National Archives - Pacific Region (San Francisco)

1000 Commodore Drive, San Bruno, CA 94066-2350
Phone: 650-238-3501
Email: sanbruno.archives@nara.gov

National Archives - Pacific Alaska Region (Seattle)

6125 Sand Point Way NE, Seattle, WA 98115-7999
Phone: 206-336-5115
Email: seattle.archives@nara.gov

National Archives - Pacific Alaska Region (Anchorage)

654 West Third Avenue, Anchorage, AK 99501-2145
Phone: 907-261-7820
Email: alaska.archives@nara.gov

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 IN THE FORM INSTRUCTIONS.

NATIONAL ARCHIVES ORDER FOR COPIES OF CENSUS RECORDS

(See Instructions page before completing this form)

If we locate the record you request 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.

1. Reference Number:

C
 M M D D Y Y # #

Reference Number: Enter the date you fill out the form (example – MMDDYY = 012309). Enter the number of the request being submitted in the last two boxes. If you are submitting four forms and this is your second, you would enter 02. A completed reference number example is: 01230902.

SECTION A. REQUIRED MINIMUM IDENTIFICATION OF ENTRY - MUST BE COMPLETED OR YOUR ORDER CANNOT BE SERVICED

2. CENSUS YEAR		3. STATE OR TERRITORY		4. COUNTY	
5. TOWNSHIP OR OTHER SUBDIVISION		6. NAME OF HEAD OF HOUSEHOLD		7. PAGE NO.	8. ENUMERATION DISTRICT <i>(for 1880, 1900, 1910, 1920, and 1930 only)</i>

PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION, IF KNOWN

9. MEMBERS OF HOUSEHOLD	NAME	AGE	SEX	NAME	AGE	SEX	

A certified copy is required (\$15.00 additional charge).
 Comments:

SECTION B. THIS SPACE IS FOR OUR REPLY TO YOU. PLEASE GO TO SECTION C.

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

- REQUIRED MINIMUM IDENTIFICATION OF ENTRY WAS NOT PROVIDED. Please complete blocks 2, 3, 4, 5, 6, 7 and 8 (if required) and resubmit your order.
- OTHER:

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

CREDIT CARD FOR IMMEDIATE SHIPMENT of copies
(see Instructions for credit cards we can accept)

Signature: <input type="text"/>	Exp. Date: <input type="text"/>	Card Validation Code (See Instructions): <input type="text"/>	<input type="checkbox"/>
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Day Time Phone (Required): email Address (Preferred):

BILL ME
(No credit card)

Shipping Address	Last Name		First Name, MI		<input type="checkbox"/> <i>(check here if shipping address is same as billing address)</i>	Billing Address	Last Name		First Name, MI	
	Street		Street							
	Street		Street							
	City	State	ZIP or Postal Code	Country (if not USA)			City	State	ZIP or Postal Code	