

NATIONAL ARCHIVES (NARA) ORDER FOR COPIES OF LAND ENTRY FILES

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IMPORTANT INFORMATION ABOUT YOUR ORDER: You may use this form to order copies of land entry files (such as credit, cash, homestead, and mineral) or surrendered military bounty land warrants files (Acts of 1788, 1812, 1847, 1850, 1852, 1855). **You may request only one land entry file per form.** The National Archives has custody of the land entry files for all Federal public domain states. There are Federal land records for all states **except** the thirteen original states, VT, KY, TN, ME, WV, TX, and HI. Some of the original colonies and eastern states also sold land and awarded military bounty land warrants on their own. Researchers interested in such records should contact the appropriate state archives or historical society. **Please note:** Federal land records document only the **FIRST** transfer of title to land, from the United States to another party. Records of later transfers should be found in county land records. The success of our search depends on the completeness and accuracy of the information you provide in blocks 1-13 on this form. NARA has custody of more than ten million individual land entry files. Depending on the time period and state for the land entry file you request, we may need different information from you to find it.

INSTRUCTIONS FOR COMPLETING THIS FORM: Use a separate NATF Form 84 for each file that you request. You must complete blocks 1 – 5 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.** 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. We will make reproductions of records that relate to your request. We accept MasterCard, VISA, American Express, and Discover credit cards. Do NOT send cash or check. Forms with incomplete Credit Card information will be destroyed. **Make a copy of the completed form for your records.** Mail it to: *Archival Operations Washington D.C., Form 84 – Land, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.* Please allow up 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.

RETURN POLICY: Due to various factors, it is occasionally difficult for NARA to make a legible reproduction. Customers will be notified and asked for approval to proceed in these cases if NARA anticipates a reproduction of questionable legibility. NARA does not provide refunds except in special cases. If a customer requests a refund, a review is made of the order to determine if the customer was properly notified of the questionable nature of the original and if the product is a true representation of the original. If the product is a true representation of the original, no refund will be issued. If you feel your order has been processed incorrectly or contains errors, please contact NARA within 120 days of your order date to have your issue verified. Once verified, NARA will correct the issue and resend the documents. If the error cannot be corrected you will receive a refund.

INFORMATION REQUIRED FOR COPIES OF FEDERAL LAND ENTRY FILES

GENERAL LAND ENTRY FILES

For all general land entry files, regardless of year, you must supply the name of the land entryman (settler, patentee, etc.), the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Frequently, we can locate individual land entry files through name indexes. However, indexes do not exist for all states and all years. Where there is no index, we require additional information to locate the file.

Pre-1908 Land Entry Files

Pre-1908 land entry files (not bounty land warrant files) date from about 1800 and are arranged by state, land office, type of file (such as credit, cash, homestead, mineral, etc.) and land entry file number.

Name indexes available. Name indexes exist ONLY for the states of Alabama, Alaska, Arizona, Florida, Louisiana, Nevada, and Utah before 1908. For these states, we require the entryman's name, the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Any additional information you can supply is appreciated.

Western public domain states. Name indexes do NOT exist for the western public domain states of California, Colorado, the Dakotas, Idaho, Kansas, Montana, Nebraska, New Mexico, Oklahoma, Oregon, Washington, and Wyoming before 1908. In addition to the required minimum identification of the land file (*blocks 1-5*), you must provide *EITHER* the legal description of the land (*block 6*), *OR* the type of file, the name of the land office that issued the file, and the land entry file number (*blocks 7-9*). You can obtain the legal description of the land (and occasionally other information) from the county recorder of deeds where the land was located.

Eastern public domain states. Name indexes do NOT exist for the eastern public domain states of Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Mississippi, Missouri, Ohio, and Wisconsin before 1908. In addition to the required minimum identification of the land file (*blocks 1-5*), you must provide the type of file, the file number, and the name of the land office that issued the file (*blocks 7-9*). You can obtain this information from the Bureau of Land Management (BLM) by providing the BLM with the legal description of the land (numbered section, township, and range). The BLM has also computerized records of patented land entries for all public domain states except Kansas, Nebraska, and Oklahoma. The BLM General Land Office (GLO) records automation website www.glorerecords.blm.gov has the information needed to locate the land entry files at the National Archives, and it is name searchable. Contact the Bureau of Land Management, Eastern States, 7450 Boston Blvd., Springfield, VA 22153.

Name indexes available. Starting July 1, 1908, the files are arranged numerically by patent number, for all public domain states. A name index exists for ALL public domain states for post-1908 land files. For these files, we require the entryman's name, the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Any additional information you can provide is appreciated. The BLM has computerized all serial land patent files. You may search these records at www.glorerecords.blm.gov.

SURRENDERED MILITARY BOUNTY LAND WARRANT FILES

These files are arranged by the year of the Act of Congress which authorized the warrants, the warrant number, and by the number of acres granted. There are name indexes for the Revolutionary War and most of the War of 1812 warrants. There are no indexes for the warrants under the acts of 1847-1855. For those files, you must provide the year of the act, the warrant number, and the number of acres (*blocks 11-13*). You may obtain the file citation from the pension and bounty land warrant application files, by using the NATF Form 85, National Archives Order for Copies of Federal Pension or Bounty Land Warrant Applications, available by writing to *Archives Archival Operations Washington D.C., Form 84 – Land, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001* or online at www.archives.gov/contact along with electronic versions of this and other forms.

PRIVACY ACT STATEMENT

Collection of this information is authorized by sections 2108, 2116, and 2307 of Title 44 U.S. Code. 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 collection 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 (ISP), 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.

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