

Louisiana State Archives

Mail-In Genealogical Research Request Form

Please refer to the *Research Library Mail-In Research Request Fee Schedule* for a list of the requests that will be accepted.

NOTE: This form is not to be used for Vital Records requests. The Vital Records Request Form should be used and can be found on the Forms page of our website at www.sos.la.gov

For the person or subject on whom you seek information, please complete the following:

List only one name and record you want researched and copied. Use a separate form for each research request.

Person: _____

Record: _____

Date Span: _____ Parish: _____

Municipality: _____

Other: _____

The Archives is not authorized or staffed to engage in comprehensive genealogical research or to verify family relationships, and is limited to only specific requests. A list of genealogists who conduct research for a fee is available upon request.

Bankcard payment information may be submitted with mail-in request only. Payment must be received before research requests will be conducted.

Submit payment information to:

Secretary of State

Research Library

P.O. Box 94125

Baton Rouge, LA 70804-9125

Email: archives@sos.la.gov

Phone: 225.922.1207 or 225.922.1208

Fax: 225.922.0433

NOTE: Fees are for research and are collected for both successful and unsuccessful searches.

Please do not send cash!

Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: (____) _____

Email: _____

Bankcard Number: _____ Expiration Date: _____