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  Email: archives@sos.la.gov
Research Library  Phone: 225.922.1207 or 225.922.1208
P.O. Box 94125  Fax: 225.922.0433
Baton Rouge, LA  70804-9125

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: __________________

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