

GENEALOGY RECORDS REQUEST FORM

Please read Procedure for Requesting Genealogy before completing this form.

Please complete this form and return it to Archives personnel. Please attach any supporting or additional information you have. All request(s) are honored on a first-come, first-serve basis. Make sure there is a contact email or phone number in case there is a question concerning your request. Prepayment is required. Allow approximately six weeks for your request(s) to be answered. We will only accept 4 requests per requester at once.

TYPE OF RECORD REQUESTING: (Please check)

Baptism Marriage Funeral Burial

INFORMATION REQUIRED (basic information is needed to locate record, please see our genealogy web page)

NAME OF PERSON: _____

CHURCH AND TOWN: _____

FATHER'S NAME: _____

MOTHER'S MAIDEN NAME: _____

DATE OF BIRTH: _____ DATE OF DEATH: _____

APPROXIMATE DATE OF BAPTISMS, MARRIAGE, FUNERAL or BURIAL: _____

ANY ADDITIONAL INFORMATION: (please use back for additional notes or attach to form)

REQUESTED BY:

NAME: _____ DATE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ EMAIL* _____

FEE: \$15 per item requested.

If you are submitting more than one request, please include all forms and a check for the total.

4 requests = 4 forms + \$60

Only four requests accepted at a time

For questions call: (504) 861-6241

RETURN THIS FORM ALONG WITH A SELF ADRESSED STAMPED ENVELOPE AND A

CHECK OR MONEY ORDER PAYABLE TO: Archdiocese of New Orleans

Mail Request to: Archives - Genealogical Records Request

Archdiocese of New Orleans

7887 Walmsley Ave.

New Orleans, LA 70125

January 2021