

## 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: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_

CHURCH AND TOWN: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DATE OF DEATH: \_\_\_\_\_

APPROXIMATE DATE OF BAPTISM, 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\* \_\_\_\_\_

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**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

MARCH 2021