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*: __________________________

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

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