

GENEALOGY RECORDS REQUEST FORM

Please complete this form and return it to Archives personnel. You may attach any supporting or additional information if desired. 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 four weeks for your request(s) to be answered.

TYPE OF RECORD REQUESTING: (Please check)

Baptism

Marriage

Burial

DOCUMENT REQUESTING: (Please check)

**Microfilm (\$10 each)

Certificate (\$5 each)

INFORMATION REQUIRED:

NAME OF PERSON(S): _____

FATHER'S NAME (IF KNOWN): _____

MOTHER'S MAIDEN NAME (IF KNOWN): _____

CHURCH or TOWN: _____

DATE OF BIRTH, MARRIAGE or BURIAL: _____

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

REQUESTED BY:

NAME: _____ DATE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ EMAIL* _____

* please check here if you do NOT wish to be added to our e-mail list

** Microfilm may be in French or Spanish.

SEND COMPLETED FORM(S) AND APPROPRIATE FEES (\$5.00 PER CERTIFICATE OR \$10.00 PER MICROFILM) TO:

Diocese of Baton Rouge
Department of Archives
P.O. Box 2028
Baton Rouge, LA 70821