



# GENEALOGICAL REQUEST FORM

Missouri State Archives • Office of the Secretary of State • 600 West Main, PO Box 1747 • Jefferson City, MO 65102.  
website: [www.sos.mo.gov/archives](http://www.sos.mo.gov/archives) email: [archref@sos.mo.gov](mailto:archref@sos.mo.gov)

**IF THE FOLLOWING INSTRUCTIONS ARE NOT FOLLOWED, YOUR FORM MAY BE RETURNED**

- Please allow us to complete your current request before submitting your next request. Additional requests will be returned unanswered.
- The staff cannot perform extensive research nor determine whether an individual record is that of the ancestor you have requested.
- Enclose a #10 business size, self-addressed, stamped envelope with each request.

Your Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**This Section Must Be Completed In Order For A Search To Be Made**

Name of Person(s) \_\_\_\_\_  
 County \_\_\_\_\_ Date of Record \_\_\_\_\_

- Provide the full **name of the individual** whose record is requested, if known. In the case of a marriage record, give both names if possible.
- Provide one **county**, as all local records are arranged by county (name of town or legal land description may also be given).
- Specify the exact **type of record**. We cannot search **“for any record available.”**
- Provide exact **date** if known. For all deed records you must limit the search to a five year period. For all other requests please indicate as narrow a period as possible, up to a ten year date range.

**Type of Record—check only one** (*circle, highlight, or fill in blank when necessary*)

**See reverse side for additional records descriptions**

- Census Record \_\_\_\_\_
- Marriage Record (pre-1970)
- Deed— Grantee-buyer  Grantor-seller (pre-1970)
- Birth Record (pre-1910)
- Death Record (pre-1910)
- Death Certificate (1910-1960)
- County History
- Cemetery Inventory
- Circuit Court Record (criminal or civil—Divorce, Lawsuit, Naturalization, Debt, etc.) \_\_\_\_\_
- Coroner's Inquest
- Probate Record (Estate Case File, Will, Guardianship, Letter of Administration, Inventory, Appraisement, Final Settlement, etc.) \_\_\_\_\_
- Federal and State Land Record
  - U.S. Land Sale
  - French & Spanish Land Grant
  - Township School Land
  - Military Bounty Land—War of 1812
  - Other \_\_\_\_\_
- Penitentiary Record
  - Register
  - Commutation, Pardon, etc.
  - Mug Shot (1928-1959)
- Other \_\_\_\_\_

*Military Records*

Specify Regiment & Company if known: \_\_\_\_\_

- Military Service Record  
*(circle or highlight one)*  
War of 1812, Black Hawk War (1832), Heatherly War (1836), Osage War (1837), Seminole War (1837), Mormon War (1838), Iowa “Honey” War (1839), Mexican War (1846-1848), SW Expedition (1855-1861), Civil War (1861-1865), Post-Civil War Enrollments (1865-1866), Spanish-American War (1898), World War I (1917-1918), World War II (1939-1945)
- Muster Roll & Descriptive Roll  
*(circle or highlight one)*  
SW Expedition, Civil War, Spanish-American War, MO National Guard (1904-1917)
- Confederate Home/Pension Application
- Union Home Application
- Regimental History from published reports
- Union Provost Marshal File
- Civil War Union Veterans Census (1890)
- World War I Claim
- World War II Report of Separation

## Records Descriptions

- **Census Records:** Federal Census records are available from 1830 to 1880 and 1900 through 1930. The 1890 population census was destroyed by fire. The 1890 special census of Civil War Veterans (mostly Union) or their Widows is available. Indexes are available for all census years. Additional State censuses may be available through 1876. For more information: [www.sos.mo.gov/archives/resources/census.asp](http://www.sos.mo.gov/archives/resources/census.asp)
- **Birth and Death Records:** Missouri began keeping birth and death records statewide in 1910. The Archives has death certificates over 50 years old. There are some pre-1910 county birth and death records available, primarily recorded between 1883 and 1893. Incomplete records start in 1850 for St. Louis City and in 1874 for Jackson County.
- **Divorce Records:** For records filed before August 28, 2009, the final decree is open and all other sections of the case file are closed for 72 years.
- **County and Municipal Records:** Many county records, including deeds, marriages, circuit court and probate court materials, are available on microfilm. Complete descriptions can be found at [www.sos.mo.gov/archives/resources/county/croll2.asp](http://www.sos.mo.gov/archives/resources/county/croll2.asp).
- **Recorder of Deeds:** Requests for all records filed or recorded by the recorder of deeds (including, but not limited to **deed records, marriages, tax liens, and patents**) after December 31, 1969 can only be made to the office where the record was originally recorded.
- **Land Records:** Record of land purchased or granted to individuals from the territorial, state or federal government include: French and Spanish Land Grants (1790-1803), United States Land Sales (1818–1903), Township School Land (1820-1900), Seminary/Saline Land (1820-1825), Swamp Land (1850-1945) and 500,000 Acre Grant (1843-1951). For more information: [www.sos.mo.gov/archives/resources/land.asp](http://www.sos.mo.gov/archives/resources/land.asp)
- **Military Records:** The Missouri State Archives holds many military records of Missourians who served between 1812 and World War II. Records consist primarily of individual service cards but, in some cases, more information is available. Some series are incomplete. For more information: <http://www.sos.mo.gov/archives/resources/military.asp>

### Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

**This institution reserves the right to refuse a copy order if, in its judgment, fulfillment of the order would violate copyright law.**

### STAFF USE ONLY

- We have located the information requested in Volume \_\_\_\_\_, Page(s) \_\_\_\_\_ : MF# \_\_\_\_\_
- Copy(ies) will be sent upon payment of \$ \_\_\_\_\_. **PAYMENT MUST BE PERSONAL CHECK or MONEY ORDER for the exact amount. Please make check payable to the Missouri State Archives. DO NOT SEND CASH! Thank you.**
- No** record was found for the name and document you have requested.
- We searched the following records \_\_\_\_\_

- Sufficient information was not provided, please provide \_\_\_\_\_
- The records requested are not indexed and no search was made.
- The records requested are not located at the Missouri State Archives.
- Suggestions: \_\_\_\_\_

### Other Sources

- Missouri began keeping official statewide birth and death records in 1910. Records not at the Archives are on file at the Bureau of Vital Records, PO Box 570, Jefferson City, MO 65102. [www.dhss.mo.gov/birthanddeathrecords/index.html](http://www.dhss.mo.gov/birthanddeathrecords/index.html)
- Military service records can also be found at the National Archives, 7th & Pennsylvania Ave NW, Washington, DC 20408. [www.archives.gov/veterans/index.html](http://www.archives.gov/veterans/index.html)
- Additional Land Records information can be obtained from the Bureau of Land Management, Eastern States, 7450 Boston Boulevard, Springfield, VA 22153. [www.glorerecords.blm.gov/PatentSearch/](http://www.glorerecords.blm.gov/PatentSearch/)
- The largest newspaper collection in the state and many additional Missouri records can be found at the State Historical Society of Missouri, 1020 Lowry Street, Columbia, MO 65201-7298. Phone: 573-882-1187. [shs.umssystem.edu/index.shtml](http://shs.umssystem.edu/index.shtml)