

# PRINTED INDEX SEARCH REQUEST

(Use this form *only* for printed source or for copies from a book. For records on microfilm, please use the MICROFILM COPY ORDER form.)

**Tennessee State Library and Archives**  
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**IF YOU REQUEST AN E-MAIL COPY FROM A PRINTED INDEX:**  
There is no charge for an e-mail scan of up to five pages from one book. Our standard fee of \$5.00 will be charged if there are more than five pages. Print copies mailed to a patron will continue to be \$5.00. For copies of ORIGINAL RECORDS, use the Microfilm Copy Order Form.

## DELIVERY INSTRUCTIONS

Send record via U. S. Mail as  Paper Copy  CD or via  e-mail as a pdf. If the file exceeds 10 pages or 15MB, it will be copied to a CD. If none, or more than one, of the delivery instruction boxes are checked, a print copy only will be mailed.

**PAYMENT TYPE:**  Check  Money order  Credit card

Make checks or money orders payable to: **Tennessee State Library and Archives**

Credit Card Information:  Visa  MasterCard  American Express  Discover (Debit cards not accepted)

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**CERTIFIED DOCUMENTS (optional):**  Certify one copy of a document [**\$5.00 - This fee is in addition to the cost of the document.**] There is an additional fee to certify each additional copy. Certification must be done at the time the document is ordered; we cannot certify a document once it has left our building. Electronic documents **cannot** be certified.

**IMPORTANT:** The following printed indexes/transcriptions of Tennessee records are available. Check **ONE** box below; fill in the blank(s) underneath it and send it back with a check or money order for \$5.00. **Send only one request per form.**

**IF YOU DO NOT SEE WHAT YOU WANT** listed here, fill in the category “**Other**” (on the back of this form) and return it with the required fee. We will let you know if we can supply the record.

**FEES ARE NON-REFUNDABLE.** They cover the cost of searching for, copying, and mailing the index/transcription information you request (up to 20 pages). If more than 20 copies are required to fill your request, each additional page is 50¢ per page, per copy.

## Land Grant Index [\$5.00]

Index to land grants in Tennessee, indicating name of grantee, county, book and page, and district (specify surname). Note: land grants do not necessarily indicate military service; most are “purchase grants.”

Family name \_\_\_\_\_

## Federal Census Indexes/Transcriptions [\$5.00]

Census indexes/transcriptions for 1820 (partial), 1830, 1840, 1850, 1860, 1870, 1880. **Please note:** Only the head of household is named in the individual indexes for the years 1820, 1830, and 1840; other individuals are indicated only by gender & approximate age group. All members of each household are listed in the indexes for 1850 and 1860. The indexes for 1870 and 1880 list only the head of household. We will provide copies from an index or transcription if you supply one surname and one census year. Family name \_\_\_\_\_

Census year \_\_\_\_\_ County if known \_\_\_\_\_

**Marriage Record Index: Before-1861 [\$5.00]** marriage index, listing names of parties, county and date of marriage. Specify family name.

Family name of groom \_\_\_\_\_ and/or Family name of bride \_\_\_\_\_

County (if known) \_\_\_\_\_ Approximate Date \_\_\_\_\_

**If you have the year, county & names of both parties, please use Microfilm Copy Order form to order a photocopy of the marriage record.**

**Will / Probate Record Index: Before-1861 [\$5.00]** will/probate index, listing name, date, county, book & page where original record appears. Specify surname.

Family name \_\_\_\_\_ County if known \_\_\_\_\_ Approximate date \_\_\_\_\_

**Other [\$5.00]**

Indicate the index/transcription you want copied and return this form with a check or money order for \$5.00 (see reverse for credit card orders).

Name of index/transcription \_\_\_\_\_

Family name(s) \_\_\_\_\_ County \_\_\_\_\_

Date \_\_\_\_\_ Type of record \_\_\_\_\_

\*\*\*\*\*

**No Charge Searches (Only one request per form.)**

Marriage, will/probate records, and delayed birth records for the years specified, can be verified at no charge, if you can supply all of the following:

**Marriages (1780-1861):**

Name of groom \_\_\_\_\_ Name of bride \_\_\_\_\_

County (if known) \_\_\_\_\_ Approximate date \_\_\_\_\_

**Wills (1779-1861):** Name of deceased \_\_\_\_\_ County \_\_\_\_\_

Approximate date \_\_\_\_\_

**Delayed Birth Records – 1869-1919:**

Name of child \_\_\_\_\_

Name of mother \_\_\_\_\_ Approximate date \_\_\_\_\_

County \_\_\_\_\_

**For records after the specified years, you must use the Microfilm Copy Order form.**

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