NATIONAL ARCHIVES ORDER FOR COPIES OF PASSENGER ARRIVAL RECORDS

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If you wish to order by mail please read these ordering instructions and the general information about the records that can be ordered with this form. Mail order reproduction service using this form is available **ONLY** from *Archival Operations Washington D.C., Form 81 – Arrival, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.* For more information, please write to us at the address above.

IMPORTANT INFORMATION

WHAT WE HAVE: The National Archives has inbound Federal ship passenger arrival records dating back to 1820 for most east coast and gulf coast ports and a few lists dating back to 1800 for Philadelphia. Ship passenger lists in our custody are not complete. Fire, dampness, or other causes destroyed many records in the 19th century before the creating agencies transferred them to the National Archives. During the 19th century, no law required passenger arrival records to be kept for persons entering the United States by land from Canada or Mexico. No law required the keeping of outbound passenger lists.

WHAT WE CAN SEARCH: ***Passenger Indexes:*** We can search indexes if you supply the following information: full name of the passenger, port of entry, and approximate date of arrival. The following major indexes exist: Baltimore (1820-1952), Boston (1848-91 and 1902-20), New Orleans (1853-1952), New York (1820-46 and 1897-1948), Philadelphia (1800-1948), minor ports (1820-74 and 1890-1924), and Canadian and Mexican border crossings after 1895. ***Unindexed Passenger Lists:*** We cannot search these lists without more specific information than we require for index searches. To search unindexed passenger lists through 1892, you must supply port of entry, name of the vessel, approximate date of arrival, and the full name and age of the passenger. For those lists, we can also make a search with port of embarkation, exact date of arrival, port of entry, and the full name and age of the passenger. To search unindexed lists after 1892, we need the port of entry, the name of the vessel, the exact date of arrival, the full name of the passenger, and the names and ages of accompanying passengers, if any. *PLEASE NOTE: NARA has no index for New York for the period 1847 through 1896 or for the period 1949 through the present.* Two websites, www.castlegarden.org and www.ellisislandrecords.org, offer free indexes to some of these records. Ancestry.com offers indexes to most passenger arrival records for a fee.

ADDITIONAL INFORMATION: You may order reproductions of an entire passenger list by making a specific request. Write to Archival Operations Washington D.C. at the address above or go to www.archives.gov/contact. We will notify you of the cost. In addition, you or your representatives may search records that are too voluminous for the National Archives staff to search. A list of independent researchers is available on our website at www.archives.gov. ***Naturalization (Citizenship) Records:*** Naturalization records are separate from passenger arrival lists. The National Archives has copies of naturalization papers (1798-1906) for Massachusetts, New Hampshire, Rhode Island, and Maine and original records (1802-1926) for the District of Columbia. For information about citizenship granted elsewhere through September 26, 1906, write to the Federal, State, or municipal court that issued the naturalization. The US Citizenship and Immigration Service (USCIS), Washington, DC 20536 can furnish information on naturalizations that occurred after September 26, 1906. The form to request this information, G639, is available online at www.uscis.gov. Electronic versions of this and other forms are available on the NARA website, www.archives.gov.

INSTRUCTIONS FOR COMPLETING THIS FORM

Use a separate NATF Form 81 for each file that you request. Print your name (last, first, MI) and address in the box provided at the bottom of the form. This serves as your mailing label. **We destroy requests without return addresses**. All information must be legible. **If you wish to pay by credit card,** please enter the Card Validation Code in the space provided on the form. For Master Card, Visa and Discover, this is a three digit code found on the back of the card. For American Express this is a four digit code printed on the front of the card. When we search your order, we will make reproductions of records that relate to your request. For credit card orders, we will mail the reproductions immediately. We accept MasterCard, VISA, American Express, and Discover credit cards. For non-credit card orders, **DO NOT SEND PAYMENT WITH THIS FORM.** Instead, we will mail an invoice with your copies. Payment is due upon receipt. **Make a copy of the completed form for your records.** Mail it to: *Archival Operations Washington D.C., Form 81 - Arrival, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.* Please allow up to 90 days for processing your order. You will receive a postcard acknowledging receipt of your order and providing our tracking number. You can track the status of your order at our website, eservices.archives.gov/orderonline. We cannot provide digital certifications. You may request our free genealogical information leaflets with more information about the availability of records pertaining to military service or family histories and additional forms by using the same contact information.

PRIVACY ACT STATEMENT

Collection of this information is authorized by sections 2108, 2116, and 2307 of Title 44 U.S. Code. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0027. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (ISP), 8601 Adelphi Road, College Park MD 20740. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED IN THE FORM INSTRUCTIONS.

NATIONAL ARCHIVES ORDER FOR COPIES OF PASSENGER ARRIVAL RECORDS

(See Instructions page before completing this form)

If we locate the record you identify below, we will reproduce it for you. The cost for these reproductions is $20.00.
Indicate your preferred method of payment at the bottom of this page. There is no charge for an unsuccessful search.

1. Reference Number:

B ☐☐☐☐☐☐☐☐

M M D D Y Y # #

Reference Number: Enter the date you fill out the form (example – MMDDYY = 012312). Enter the number of the request being submitted in the last two boxes. If you are submitting four forms and this is your second, you would enter 02. A completed reference number example is: 01231202.

SECTION A. IDENTIFICATION OF ENTRY

2. DATE OF ARRIVAL	3. FULL NAME OF PASSENGER *(Give last, first, and middle names)*	AGE	SEX
4. STATE OF ENTRY			
	NAMES OF MEMBERS OF IMMIGRANT FAMILY		
5. PORT OF ENTRY			
6. SHIP NAME *(or Carrier Line)*			
7. PASSENGER'S COUNTRY OF ORIGIN			

FILE CITATION *(if known)*	MICROFILM PUBLICATION	ROLL	PAGE(S)

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SECTION B. THIS SPACE IS FOR OUR REPLY TO YOU

We were unable to search for the file you requested above. No payment is required. Your request is returned because:

☐ A SEARCH WAS NOT MADE because the records you requested are not documented in our ship passenger arrival list records. Please see the enclosed pamphlet for further information about our holdings.

☐ A SEARCH WAS NOT MADE because insufficient information was supplied.

☐ Our index to New York passenger arrivals covers the period 1820-46 and 1897-1943. We regret that we cannot undertake a page by page search of the lists for the period 1847-96, inclusive.

☐ Masters of vessels departing the United States were not required to list the names of passengers.

SECTION C. METHOD OF PAYMENT PREFERRED AND YOUR SHIPPING ADDRESS *(REQUIRED)*

☐ **CREDIT CARD**
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☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Signature: _____ *Exp. Date:* ☐☐☐☐ Card Validation Code (See Instructions): ☐☐☐

☐ BILL ME
(No credit card)

Day Time Phone (Required): _____ e-mail Address (Preferred): _____

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	Street				*Street*	
	Street				*Street*	
	City	*State* / *ZIP or Postal Code*	*Country (if not USA)*		*City*	*State* / *ZIP or Postal Code*