

Age Search Information

2000

Issued July 2000

POL/00-ASI



U.S. CENSUS BUREAU

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Age Search Information 2000

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U.S. Department of Commerce
William M. Daley,
Secretary

Robert L. Mallett,
Deputy Secretary

**Economics
and Statistics
Administration**
Robert J. Shapiro,
Under Secretary for
Economic Affairs

U.S. CENSUS BUREAU
Kenneth Prewitt,
Director

ACKNOWLEDGEMENTS

This publication was written by **JoAnn Shepherd**, Information Assistant. It was reviewed by **Mary Lee Eldridge** of the Personal Census Search Unit, National Processing Center; and **Constance Potter** of the National Archives and Records Administration.

Kim D. Ottenstein, Cynthia G. Brooks, Crystal M. Pate, and **Laurene V. Qualls** of the Administrative and Customer Services Division, **Walter C. Odom**, Chief, provided publications and printing management, graphics design and composition, and editorial review for print and electronic media. General direction and production management were provided by **Michael G. Garland**, Assistant Chief, and **Gary J. Lauffer**, Chief, Publications Services Branch.



**Economics
and Statistics
Administration**

Robert J. Shapiro,
Under Secretary
for Economic Affairs



U.S. CENSUS BUREAU

Kenneth Prewitt,
Director

William G. Barron,
Deputy Director

Nancy A. Potok,
Principal Associate Director
and Chief Financial Officer

Gerald W. Gates,
Chief, Policy Office

William F. Micarelli,
Chief, History Staff

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Age Search Information

INTRODUCTION

“Age Search” is a term used by the U.S. Census Bureau to refer to searches of the individual records in its custody from the federal population censuses. The agency may issue official transcripts of the results to the inquirer. Individuals can use these transcripts, which may contain information on a person’s age, sex, race, state or country of birth, and relationship to the householder, as evidence to qualify for social security and other retirement benefits, in making passport applications, to prove relationship in settling estates, in genealogy research, or to satisfy other situations where a birth or other certificate may be needed but is not available.

The Federal Population Census

The United States was the first nation to require a census of population in its founding document (Article I, Section 2 of the United States Constitution), and, in doing so, to create a series of statistical records about its people. In 1790, and every 10 years since then, a population census has told how many persons there were in a certain age group, of a particular race, male or female, and so on. The first six censuses asked only for the name of each family head; later the name of every individual (to make certain no one was missed or counted twice) was listed, together with data about that household or person. Some of the schedules were subsequently lost or burned, e.g., in 1814, most of the 1790 census schedules for Virginia were destroyed when Washington, DC, was burned. Most of those left, and the ones collected in later years, were bound into volumes and stored, where they were again subject to damage. In 1921, a fire destroyed most of the 1890 schedules. The surviving schedules were microfilmed, beginning in the 1940s, and the original paper documents were either offered to state and other archives, such as the Daughters of the American Revolution, or destroyed by congressional order to save space. Beginning with the 1960 census, population census responses were microfilmed as part of their processing, and the originals were reduced to pulp.

The federal population censuses, even though taken for statistical—not legal—purposes, provide a major source of information about individuals over spans of years and generations. The statistical information is available to the public at large; data on specific individuals are confidential by law for a period of 72 years. This brochure explains how to obtain population census records about individuals and discusses other sources that may be useful to the researcher.

The specific questions asked in each of the censuses, together with the enumerator’s instructions, appear in the U.S. Census Bureau publication, *200 Years of U.S. Census Taking: Population and Housing Questions, 1790-1990* (Washington, DC, Government Printing Office, 1989).

Records Held by the U.S. Census Bureau

A population census has been taken in the United States every 10 years (in those years ending in “0”) since 1790; the U.S. Census Bureau holds only the records for 1910 through 2000. The agency’s Personal Census Search Unit, in Jeffersonville, Indiana, maintains and searches these records, which are confidential by law (Title 13, U.S. Code). Information from them may be released only to the named persons, their authorized representatives, or legal heirs with proof of death. (See “Confidentiality” below.)

Records at the National Archives and Elsewhere

Microfilmed copies of the Census schedules from 1790 to 1920 are available at the National Archives Building, 700 Pennsylvania Avenue, NW, Washington, DC; at the National Archives Regions; and through the National Archives Microfilm Rental Program. Title 44, U.S. Code, allows the public to use the National Archives’ census record holdings after 72 years. For a list of the regions, see www.nara.gov. The National Archives Microfilm Rental Program is at Post Office Box 30, Annapolis Junction, MD 20701-0030. The 1930 census schedules will be released on microfilm on April 1, 2002. The Archives will not research census records, but will copy them (and provide certification, if necessary) for a fee, given the exact volume and page citation.

Most of the surviving 1890 records are limited to portions from Alabama, the District of Columbia, Georgia, Illinois, Minnesota, New Jersey, New York, North Carolina, Ohio, South Dakota, and Texas, plus the special 1890 schedules enumerating Union veterans of the Civil War and their widows for Kentucky to Wyoming.

There are federal decennial census schedules, other than for population and principally from the 19th century, that contain some information about individuals or their activities and living conditions. These records, which are outside the scope of this booklet, deal with agriculture, manufacturing, mining, mortality, and “social statistics,” such as schools, libraries, and local wages. The National Archives has some of these records on microfilm; others are in state archives’ collections.

Indexes to Individual Census Records

The “Soundex” index first applied to the 1880 census for all states and territories, but only for households with children; for the 1900 census all states were indexed; and 21 states in the 1910 census were indexed, principally those in the South (the Genealogical Forum of Oregon also Soundexed the 1910 Oregon records, which may be purchased from them); all of the 1920 census has been Soundexed; 1930 census—10 states (Alabama, Georgia, Louisiana, Mississippi, South Carolina, Arkansas, Florida, Tennessee, Virginia, North Carolina) and a few counties in West Virginia and Kentucky. Some Soundex records that were typed and coded for use on microfilm are called “Miracode.” (See sample of Soundex card below.)

In addition to Soundex, which is available on microfilm in many libraries, there are many ongoing projects in the United States in which historical/genealogical societies and other interested organizations and firms or individuals are

T230		HAWAII		
_____ (HEAD OF FAMILY)		VOL. _____	E.D. _____	
_____ (COLOR)		SHEET _____		LINE _____
_____ (AGE)	_____ (BIRTHPLACE)		_____ (CITIZENSHIP)	
_____ (COUNTY)				
_____ (CITY)		_____ (STREET)		_____ (HOUSE NO.)
(OTHER MEMBERS OF FAMILY)				
NAME	RELATIONSHIP	AGE	BIRTHPLACE	CITIZENSHIP

SAMPLE FAMILY CARD

T230		HAWAII		
_____ (HEAD OF FAMILY)		VOL. _____	E.D. _____	
_____ (COLOR)		SHEET _____		LINE _____
_____ (AGE)	_____ (BIRTHPLACE)		_____ (CITIZENSHIP)	
_____ (COUNTY)				
_____ (CITY)		_____ (STREET)		_____ (HOUSE NO.)
ENUMERATED WITH _____				
RELATIONSHIP TO ABOVE _____				
REMARKS _____				

SAMPLE INDIVIDUAL CARD

compiling alphabetical indexes to the federal population census records, such as—

Accelerated Indexing Systems, Inc.
225 North Highway 89, Suite 1
North Salt Lake City, UT 84054

Other Finding Aids

Within political boundaries (county, city, and the like), census records often are arranged by enumeration district (ED) number. Beginning in 1880, some enumerators carried ED maps that showed their census assignments (prior to that, their assigned areas were simply described in their commissions), and they marked the houses and routes on them. The National Archives’ Cartographic and Architectural Branch, in College Park, Maryland, 301-713-7040, www.nara.gov, has a collection of these maps that may be purchased. The prices vary with the size of the map.

The Archives holds indexes on microfilm or microfiche that relate street address ranges to enumeration district. *Descriptions of Census Enumeration Districts* identifies the enumeration district number assigned within the geographic area. Microfilm copies of these descriptions are on microfilm number T1224.

The Library of Congress has cadastral and fire maps that may be useful in pinpointing geographically the locations of households listed in the censuses.

Microfilm Holdings

The National Archives has on microfilm all of the available census schedules (1790-1920) and the indexes to those for 1880, 1900, 1910, and 1920; and positive copies are available at a moderate cost per roll. The Archives publications *Federal Population Censuses, 1790-1890*, *1900 Federal Population Census*, *The 1910 Federal Population Census*, and *The 1920 Federal Population Census*, which contain roll listings and indicate the price for each roll, will be mailed upon request. Inquiries should be directed to—

Customer Service Center (NWCC2)
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
Telephone: 1-800-234-8861
Fax: 301-713-6169
www.nara.gov

These microfilmed census schedules also may be viewed in the microfilm reading room at the National Archives building, 700 Pennsylvania Avenue NW. Washington, DC, and at the Archives regional branches. Copy facilities are provided.

Copies (certified, if requested) of specifically identified pages of federal population schedules may be ordered from the National Archives headquarters for a nominal fee.

Those wishing to use this service should provide the name of the individual listed, page number, census year, state, and county, and, for the 1880 through 1920 censuses, the enumeration district.

Many public and academic libraries, state archives, and historical and genealogical societies (including the Mormon Church) have reference collections of census microfilm. The reference librarian in the local library should be able to advise on its holdings and about borrowing film from the Archives microfilm rental program. Most local libraries have lists of such sources; the principal one is *Federal Population and Mortality Schedules, 1790-1910*, in the National Archives and the *States Special List No. 24: Outline of a Lecture on Their Availability, Content, and Use* (rev. 1986), 89 pp.

Individual users also may borrow the microfilm through some libraries and research institutions. Microfilm rolls of 1790-1920 population schedules also can be rented directly; contact Census Microfilm Program, Post Office Box 30, Annapolis Junction, MD 20701-0030, telephone 301-604-3699.

AGE SEARCH OPERATIONS

Background

Since the U.S. Census Bureau was established as a permanent organization in 1902, it has had constant requests for information from individuals interested in history and genealogy and for certified transcripts of census records for use in court proceedings and other purposes. Many states did not register births until after 1900, and some still did not until the late 1920s. Civil War veterans were among the first to need census transcripts (showing their ages) to support their pension claims. Legislation affecting employment of children, various states' pension laws, mobilization of men and women for defense employment in which proof of citizenship was required, and the need to prove age and citizenship to travel abroad, all increased the volume of requests for personal information once recorded in the census. The U.S. Census Bureau formed a special search section in the late 1920s. After the national social security law was enacted in 1936, demands for help from people who found they had to have evidence of their age and had nowhere else to turn increased from 60,000 in 1937 to over 700,000 a year during World War II. The search section—Personal Census Search Unit—is now located at the U.S. Census Bureau's National Processing Center in Jeffersonville, Indiana. The present volume of age search requests runs about 7,200 a year.

How Census Records Are Located

The records are on microfilm and arranged not by name but by geographic location—state, county, place, enumeration district (ED), ward, and the like. Street addresses may appear in urban areas. The listings on the record pages are in the order of the census-takers' house-to-house visits or, in recent years, the addresses to which census questionnaires, were sent by mail. Thus, an

address—or in the case of rural location, the distance and direction from a known place—is needed to find a record. There are ED maps for all states from 1930 on, with some for previous censuses dating back to 1880. There also are street address-range-by-ED indexes on microfilm and microfiche for some years. (The National Archives has maps and address indexes available for public use and sale.) The Jeffersonville staff also maintains a library of city directories, alphabetic indexes, and a special index file on microfilm called Soundex (see below).

Soundex. Soundex¹ is the name of a coded surname index based on the sounds rather than how it is spelled. Surnames that sound the same but are spelled differently, i.e., SMITH and SMYTH, have the same code and are filed together. Smith and Smyth would be coded S-530. This system compensates for spelling errors or changes over generations. Given only the householder's name and state of residence, the system in the U.S. Census Bureau and the National Archives will display all the listings within that state for a particular census, by surname and given name, that fall under the specified code. The listing includes the names of other household members, if any, and refers the search to a particular volume, enumeration district, and page number for the original entry.

Soundex Coding Guide

The number	Represents the letter
1	B P F V
2	C S K G J Q X Z
3	D T
4	L
5	M N
6	R

Disregard the letters A, E, I, O, U, W, Y, and H.

Soundex Coding System. A Soundex code consists of a letter and three numbers, such as S-650. The letter is always the first letter of the surname, whether it is a vowel or a consonant. The remaining vowels and W, Y, and H are disregarded and numbers are assigned to the next three consonants of the surname according to the Soundex

¹In the late 1900s, R.C. Russell noticed that the spelling of a name may change but the sound usually remains the same. After years of studying and analyzing names, he developed an index for names by sound.

The Soundex indexes to U.S. censuses were originally compiled in the 1930s as a result of individuals applying for Social Security Administration old age benefits without proof of age that the administration required.

The trademark, Soundex, registered by the Remington-Rand Corporation in 1927, has since passed into the public domain. James Rand and his corporation obtained patents for various index cards and equipment in the 1920s, but the coding system itself does not appear to have been patented (and probably is not patentable).

coding guide. If there are not three consonants following the initial letter, zeros fill out the three-digit code.

Most surnames can be coded using the Soundex coding guide. Names with prefixes, double letters, or letters side by side that have the same number of the Soundex coding system are described below.

Names with prefixes. If the surname has a prefix, such as van, Von, De, Di, or Le, it is coded both with and without the prefix because it might be listed under either code. The surname vanDevanter, for example, could be V-531 or D-153. Mc and Mac are not considered prefixes.

Names with double letters. If the surname has any double letters, they are treated as one letter. Thus, in the surname Lloyd, the second L is crossed out; in the surname Gutierrez, the second R is crossed out.

Names with letters side by side that have the same number on the Soundex coding guide. A surname may have different letters that are side by side and have the same number on the Soundex coding guide; for example, PF in Pfister (1 is the number for both P and F); CKS in Jackson (2 is the number for C, K, and S). These letters are treated as one letter. Thus in the Pfister, F is crossed out; in the name Jackson, K and S are crossed out.

The Census Transcript

Upon submission of a written application and the specified fee, the U.S. Census Bureau will furnish a census transcript on an officially typed and verified copy of the personal information appearing on a census schedule or questionnaire. Information shown must be copied exactly as it appears in the original, and once issued, the transcript cannot be altered. The transcript bears a facsimile of the U.S. Census Bureau's seal and of the Director's signature. Title 13, U.S. Code, Section 3, requires that judicial notice be taken of the seal. The U.S. Census Bureau cannot furnish photocopies of census records, as confidential information regarding other persons may be recorded on the same page.

Contents. The regular transcript, indicating the month, day, and year the particular census was taken (the reference date), will include the following information about a person: residence (county and state) at the time of the census, name, his or her relationship to the householder, age at the time of the census, place of birth (state or country only, and then only for the 1950 or earlier censuses), and the name of the head of the household in which the individual was living. Race, sex, citizenship, and occupation data will be shown if requested. Information for other members of the household can be included on the same transcript (for purposes of proving relationship, for example), providing authorization(s) is furnished and additional fees are paid.

Full Schedule. If the applicant specifies "full schedule," the U.S. Census Bureau will furnish, for an additional fee, whatever other information appears on the named person's record in the original schedule, but only for that person. (See below.) In this case, the information is typed on a facsimile of the original census schedule and verified as a true copy. The U.S. Census Bureau also will provide "full schedule" information for those other members of the same household for whom authorizations are furnished.

Limitations. Certain questions, such as place of birth, citizenship, and occupation, asked for everyone in the censuses through 1950, were covered only on a sample basis in later censuses. These sampled items were not retained in the microfilmed records and the responses, therefore, cannot be retrieved. Items varied among censuses; see list below.

Use for passport application. Passports are issued by and under the direction of the U.S. Department of State and its branch offices; application also may be made at local post offices or to the clerk of court in the county where the individual is living.

Where no birth certificate exists, a census transcript often is accepted as proof of citizenship for passport purposes when accompanied by a notice from the state health department that a birth record is not on file. All evidence used should be as close as possible to the date of birth claimed by the individual. The Personal Search Unit will make a special effort to expedite an age or proof-of-citizenship search request if it is aware that the transcript is needed to obtain a passport.

Confidentiality

The U.S. Census Bureau is prohibited by law (Title 13, U.S. Code, Sections 8 and 9) from releasing information (not even a name) about any individuals from any census records in its custody; i.e., those from 1910 or later. Title 13 only allows the U.S. Census Bureau, upon written request, "to furnish any respondent, authenticated transcripts or copies of reports (or portions thereof) containing information furnished by, or on behalf of, such respondent in connection with the surveys and census provided for in this title, upon payment of the actual or estimated cost of searching the records and furnishing such transcripts or copies."

Freedom of Information Act (FOIA). This act requires government agencies to produce whatever records or data are requested unless, among other exceptions, the data are "specifically exempted from disclosure by statute" (Title 5, U.S. Code, Section 552 (b)(3)). Census records are exempt from the FOIA because Title 13, the Census Act, which specifically prohibits their release except as noted above, takes precedence.

How to Obtain a Transcript

To order a search, a BC-600, "Application for Search of Census Records," must be filled in with all requested information (e.g., geographic location and the name of the household head on Census Day), signed, and mailed together with any necessary documentation (authorization or proof of death), and required fee to the Personal Census Search Unit, U.S. Census Bureau, Post Office Box 1545, Jeffersonville, Indiana 47131. If the record is to be used as evidence of a person's age, search information should be given for the census year immediately following the birth date. Most agencies that accept census transcripts prefer a record within 10 years of birth.

BC-600 application forms can be obtained from the Personal Census Search Unit in Jeffersonville (telephone 812-218-3046 or the Census History Staff in Washington (301-457-1167), the U.S. Census Bureau's regional offices and post offices that handle passport applications, and the National Archives headquarters and regional branches.

Transcripts are sent by first-class mail. If express mail is desired, the applicant should purchase the necessary envelope at the post office and enclose it with the application.

Transcripts can be sent to recipients other than the applicant, provided the recipient's name and address is given either on the BC-600 form itself or in a signed authorization.

Fee. The Census Bureau's age search operation is self-supporting by the express will of Congress; the fee is mandatory and cannot be waived. The current charge is \$40 for a search of not more than one census year to find a record; the applicant is asked to send another fee if more than one search is necessary. There is an additional charge of \$10 for each full schedule requested. The fee is for the search and, even though the information may not be found, is not refundable. The applicant will be advised of the results of the search.

Requesting searches for other person's records.

Parents may request census transcripts for children who are still minors (under 18 years of age) at the time of application.

The search application for a deceased person must be accompanied by a certified copy of the death certificate or other evidence, such as a published obituary. The applicant must be a direct blood relative in the immediate family (parent, brother, sister, or child), the surviving spouse, the administrator or executor of the estate, or a beneficiary by will or insurance. The applicant must also show relationship to the deceased person. Legal representatives must furnish a certified copy of the court order naming such legal representatives; and beneficiaries must furnish legal evidence of such beneficiary interest. Even though a nephew or niece may be the closest survivor, they are not eligible to receive their deceased aunt's or uncle's transcript.

Genealogists, attorneys, or estate administrators in search of possible heirs frequently ask for information about everyone in a household. The U.S. Census Bureau cannot release names or even acknowledge the existence of household members without specific authorization for each one.

For two or more members of the same household (a family or group living at one address), the procedure is as follows:

- Complete and sign one BC-600 application for each household.
- List the name of each person in the household for whom information is requested.
- Provide any other legal document required (see instructions on the back of the BC-600 form).
- Attach for each person (other than the signer) either a short statement—"I hereby authorize the Census Bureau to send a transcript of my census record to _____ . Signed: _____ ," or have a separate BC-600 form signed by the authorizer. All the documents for the one household should be fastened together.
- Provide any other legal document required (see instructions on the back of the BC-600 form).

The required fee will cover the cost of a search of no more than one census year for one person only. For an additional fee of \$6 per person the transcript will give standard information for all other persons in the same household for whom authorizations are received.

Time required to complete a search. Processing time depends upon the number of cases on hand at the particular time and the difficulty encountered in searching some cases. The average search takes about 3 to 4 weeks, passport cases are given priority, and usually are processed within 7 working days.

Correcting Information on Census Transcripts or Records

Any alteration of an officially typed and verified census transcript automatically makes it void. The Personal Census Search Unit will correct transcription errors, if any, and issue a new transcript at no additional cost. No other changes will be made, however, as the transcript must reflect the information exactly as it appears on the original census record even though the enumerator may have been misinformed or made mistakes in writing down the information he or she collected. The file will not show who provided the information. Agencies that accept census transcripts as evidence of age, relationship, or place of birth usually overlook minor spelling differences, but would be reluctant to consider a record that was changed

<p>FORM BC-600 (9-1-98)</p>	<p style="text-align: center;">U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS</p> <p style="text-align: center;">APPLICATION FOR SEARCH OF CENSUS RECORDS</p> <p>RETURN TO: Bureau of the Census, P.O. Box 1545, Jeffersonville, IN 47131</p> <p>NAME OF APPLICANT</p> <p>1. Purpose for which record is to be used (See Instruction 1)</p> <p><input type="checkbox"/> Passport (date required) _____ <input type="checkbox"/> Proof of age</p> <p><input type="checkbox"/> Genealogy _____ <input type="checkbox"/> Other - Please specify _____</p> <p>I certify that information furnished about anyone other than the applicant will not be used to the detriment of such person or persons by me or by anyone else with my permission.</p> <p>2. Signature - Do not print (Read instruction 2 carefully before signing)</p> <p>_____ Signature</p>	<p style="text-align: center;">DO NOT USE THIS SPACE - OFFICIAL USE ONLY</p> <p>Case number _____</p> <p>\$ _____ (Fee)</p> <p><input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Check</p> <p><input type="checkbox"/> Other</p> <p>Papers received (itemize) _____</p> <p>Returned _____</p> <p>Received by _____ Date _____</p> <p>Returned by _____ Date _____</p> <p>3. If the census information is to be sent to someone other than the person whose record is requested, give the name and address, including ZIP Code, of the other person or agency.</p> <p>This authorizes the Bureau of the Census to send the record to: (See instruction 3)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. FEE REQUIRED: (See instructions 4 and 5)</p> <p>A check or money order (DO NOT SEND CASH) payable to "Commerce - Census" must be sent with the application. This fee covers the cost of a search of no more than one census year for one person only.</p> <p>5. Fee required \$ <u>40.00</u></p> <p>_____ extra copies @ \$ <u>2.00</u></p> <p>_____ full schedules @ \$ <u>10.00</u></p> <p>TOTAL amount enclosed \$ _____</p>
<p>PRESENT MAILING ADDRESS</p> <p>Number and street _____</p> <p>City _____ State _____ ZIP Code _____</p> <p>Telephone number (include area code) _____</p> <p>IF SIGNED BY MARK (X), TWO WITNESSES MUST SIGN HERE</p> <p>Signature _____ Signature _____</p> <p>NOTICE - Intentionally falsifying this application may result in a fine of \$10,000 or 5 years of imprisonment, or both (title 18, U.S. Code, section 1001).</p>	<p>Maiden name (if any) _____ Present last name _____ Nicknames _____</p> <p>Place of birth (City, county, State) _____ Race _____ Sex _____</p> <p>Full name of father (Stepfather, guardian, etc.) _____ Nicknames _____</p> <p>Full maiden name of mother (Stepmother, etc.) _____ Nicknames _____</p> <p>First marriage (Name of husband or wife) _____ Year married (Approximate) _____</p> <p>Second marriage (Name of husband or wife) _____ Year married (Approximate) _____</p> <p>Names of brothers and sisters _____</p> <p>Name and relationship of all other persons living in household (Aunts, uncles, grandparents, lodgers, etc.) _____</p>	

PLEASE COMPLETE REVERSE SIDE

GIVE PLACE OF RESIDENCE FOR APPROPRIATE CENSUS DATE (SEE INSTRUCTIONS 1 AND 6)						
Census date	Number and street (Read instruction 6 first)	City, town, township (Read instruction 6 first)	County and State	Name of person with whom living (Head of household)	Relationship of head of household	
April 15, 1910 (See instruction 6)						
Jan. 1, 1920 (See instruction 6)						
April 1, 1930 (See instruction 6)						
April 1, 1940 (See instruction 6)						
April 1, 1950 (See instruction 6)						
April 1, 1960 (See instruction 6)						
April 1, 1970 (See instruction 6)						
April 1, 1980 (See instruction 6)						
April 1, 1990 (See instruction 6)						
		ZIP Code				

7. LOCATOR MAP (Optional)
PLEASE DRAW A MAP OF WHERE THE APPLICANT LIVED, SHOWING ANY PHYSICAL FEATURES, LANDMARKS, INTERSECTING ROADS, CLOSEST TOWNS, ETC., THAT MAY AID IN LOCATING THE APPLICANT FOR THE CENSUS YEAR REQUESTED.

HAVE YOU SIGNED THE APPLICATION AND ENCLOSED THE CORRECT FEES?

years later at an individual's request. If the applicant feels the information on a given transcript is incorrect, he or she may wish to have another census year searched to obtain a more satisfactory record.

Census Items of Record

Residence. A census record will show where an individual was living at the time of the census (but not during intervening years). Census takers were instructed to enter information only for those persons for whom the particular household was their "usual residence." If it was not, the enumerator was to find out if the persons were being reported elsewhere. If not, the information was written down and sent to the census office covering the proper residence.

Cases have been noted, particularly where large families are involved, in which one or more children might stay with a grandparent or other relative for extended periods, with little thought about "usual residence." It is important for the search applicant to identify all possible places where a person might have been on Census Day.

Name. The name appearing on the census record is the one by which the respondent identified the person to the enumerator. This normally would be the person's first name without a middle name, unless there was more than one member of the household with the same first and last names, but it could be a nickname ("Bucky"), a diminutive ("Betty" or "Lizzie" for Elizabeth), or initials ("T.J."). Unless the respondent spelled out the names, they might have been recorded as the enumerator heard them, or in mail questionnaires, as the respondent thought they should be spelled. In any case, the name was recorded to make certain that the person was accounted for in the census and not enumerated twice; it was not written down to serve as a legal record.

The census has never asked for a woman's maiden name, and this cannot be inferred unless one or both of her parents were in the same household as of Census Day. Likewise, the census has never asked for parents' names, so an adopted person's natural parents cannot be determined from the census record unless they were all in the same household as of Census Day and identified by relationship.

Individuals who have had their names changed by court order or by marriage, or have decided to use another name since the last census was taken, do not need to notify the U.S. Census Bureau. They may use their new names when furnishing information for the next census. However, when seeking transcripts from earlier censuses, they still will need to ask for copies of records under their former names. An explanation regarding the difference in name should be included on the search application.

Relationship. Census records will show each person's relationship to the head of household. (For 1980, 1990,

and 2000, relationship to the "householder" is to anyone present in whose name the living quarters were owned or rented.) For example, a household could be composed of several generations, as—

Jane Doe, head of the household
Jean Roe, niece, and her two children, John Roe and June Roe, ages 9 and 7
Joan Moe, another niece, and her two children, James Moe and Jenny Moe, ages 8 and 5

The original schedules, showing the enumeration of the household from the oldest to the youngest members, would read—

Doe, Jane, head	age 62
Roe, Jean, niece	age 40
Moe, Joan, niece	age 35
Roe, John, grandnephew	age 9
Moe, James, grandnephew	age 8
Roe, June, grandniece	age 7
Moe, Jenny, grandniece	age 5

In such a case, a transcript for Jenny Moe would include the name of her mother, Joan Moe, only if she had authorization or proof of death. However, the record would show Jenny Moe's relationship to householder as grandniece. If Joan Moe was listed as well, she would be shown as a niece of the householder. The Census did not distinguish among natural, adopted, foster, and stepchildren until 1990, when there were separate categories for natural-born or adopted children and stepchildren.

Age. Beginning in 1850, the question on age (for statistical purposes) was posed in terms of the person's "age at last birthday" as of Census Day. Except as noted below, this rule generally has been applied to everyone living in the household at census time. Persons born after the official Census Day were not to be included.

For computation purposes, the following chart shows the date of Census Day for the period 1890-2000. The age of the person was written in whole years, except as noted in the box below. The exact day of birth was not asked until Census 2000.

The individual's age as shown on the transcript should not be checked by subtracting the birth year from the census year; e.g., 1930 (census year) minus 1921 (birth year) equals 9. This will work only if the person's birthday in 1930 was the same as Census Day (in this case, April 1) or earlier in the year. Someone born on April 2, 1921, or any time during the rest of that year, would be shown as 8 in the 1930 census record, and would not be 9 years old until his or her birthday in 1930, after the census date.

Year	Census Day	Asked	Remarks
1890	June 1	Age at nearest birthday	If under 1 year, give age in months
1900	June 1	Age, month and year	If under 1 year, give age in months
1910	Apr. 15	Age at last birthday	If under 2 years, give age in complete years and months (12ths)
1920	Jan. 1	Age at last birthday	If under 5 years, give age in complete years and months (12ths)
1930	Apr. 1	Age at last birthday	Same as 1920
1940	Apr. 1	Age at last birthday	If under 1 year, give age in months
1950	Apr. 1	Age at last birthday	If under 1 year, show month
1960	Apr. 1	Year and quarter in which birth occurred	
1970	Apr. 1	Age, month and year of birth	
1980	Apr. 1	Age, month and year of birth	
1990	Apr. 1	Age and year of birth	
2000	Apr. 1	Age and date of birth	

Place of birth. Only country or state of birth appears on the census schedules; the census never asked for identification below that level.

Race or ethnic origin (optional). The concept of color or race in the censuses has never denoted any scientific definition of biological stock. “White” and “Black” persons have been identified in every decennial census since 1790, Native American Indians and Chinese since 1870, and Japanese beginning in 1890. Until recently, the census taker determined a person’s color according to U.S. Census Bureau guidelines. Beginning with the 1960 census, however, respondents who completed their own census forms were able to list the race they identified with. Persons of Hispanic origin or descent were identified in the 1980 and 1990 censuses primarily by a question on whether “this person” was Mexican, Puerto Rican, Cuban, or Other Spanish. The 2000 census also included persons of different Asian and Pacific Islander origin.

Profession, occupation, or trade (optional). A census transcript may be used to qualify for various benefits when a statement of profession, occupation, or a trade at a particular time, or for a span of years, such as a miner claiming “black lung” disability.

The U.S. Census Bureau will search the 1910-1950 census records for persons who need such a verification; see “How to Obtain a Transcript” above. Occupation was asked only on a sample basis in the 1960 through 2000 censuses, and that information was not retained on the agency’s microfilm.

Immigration, naturalization, or citizenship (optional). The citizenship question was asked in the 1900 through 1950 censuses, but only on a sample basis in later years. The 1900 through 1930 censuses showed the year of immigration, and the year of naturalization was included on the 1920 schedules. The 1910 census asked whether naturalized—if a person had become a “full citizen,” “NA” was entered for naturalized. If a person has declared intention to become a citizen by filing his “first papers” a “PA” was entered for papers. If no steps towards citizenship had been taken “AL” for alien was entered.

Regular census transcripts may be ordered that will show the above information and supports claims of residence (see above), at least. For immigration and naturalization records themselves, see “Other Records” below.

INSTITUTIONS HOLDING CENSUS-RELATED MATERIALS

National Archives

The National Archives and Records Administration in Washington, DC, (www.nara.gov) holds the permanently valuable records of the federal government. Among the records of genealogical interest are the federal decennial censuses. Most of the documents also can be researched and copied in its regional archives (however, not for all states).

SAMPLE OF OFFICIAL CENSUS TRANSCRIPT (front)



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Re:

The following information, including spelling of name, relationship, age, etc., is an EXACT COPY of the census record as reported by the census taker on the original schedule.

Census of _____, taken as of _____

County _____ State _____

Name	Relationship	Age	Place of birth	Citizenship

ANY ALTERATION VOIDS THIS TRANSCRIPT

If checked, refer to footnote(s) _____ on reverse side.

Bureau of the Census

The above information is furnished in accordance with title 13, United States Code, section 8.

The Bureau of the Census does not issue birth certificates, but this record is often accepted in place of one.

FORM BC-655 (9-11-92)

FOOTNOTES

1. As reported to the Bureau of the Census.
2. Given name not reported to the Bureau of the Census.
3. Relationship not reported to the Bureau of the Census.
4. Age not reported to the Bureau of the Census.
5. Place of birth not reported to the Bureau of the Census.

Population Census Items 1790-2000

(Includes only those supplemental schedules still in existence; excludes questions asked on a sample basis only.)

1790

Name of family head; free white males of 16 years and up; free white males under 16; free white females; slaves; other persons.

1800

Names of family head; if white, age and sex; race; slaves.

1810

Name of family head; if white, age and sex; race; slaves.

1820

Name of family head; age; sex; race; foreigners not naturalized; slaves; industry (agriculture, commerce, and manufactures).

1830

Name of family head; age; sex; race; foreigners not naturalized; slaves; industry.

1840

Name of family head; age; sex; race; slaves; number of deaf and dumb; number of blind; number of insane and idiotic and whether in public or private charge; number of persons in each family employed in each of six classes of industry and one of occupation; literacy; pensioners for Revolutionary or military service.

1850

Name; age; sex; race; whether deaf and dumb, blind, insane, or idiotic; value of real estate; occupation; birthplace; whether married within the year; school attendance; literacy; whether a pauper or convict.

Supplemental schedules for slaves and persons who died during the year.

1860

Name; age; sex; race; value of real estate; value of personal estate; occupation; birthplace; whether married within the year; school attendance; literacy; whether deaf and dumb; blind, insane, idiotic, pauper, or convict; number of slave houses.

Supplemental schedules for slaves and persons who died during the year.

1870

Name; age; race; occupation; value of real estate; value of personal estate; birthplace; whether parents were foreign born; month of birth if born within the year; month of marriage if married within the year; school attendance; literacy; whether

deaf and dumb, blind, insane, or idiotic; male citizens 21 and over, and number of such persons denied the right to vote for other than rebellion.

Supplemental schedule for persons who died during the year.

1880

Address; name; relationship to family head; sex; race; age; marital status; month of birth if born within the census year; occupation; months unemployed during the year; sickness or temporary disability; whether blind, deaf and dumb, idiotic, insane, maimed, crippled, bedridden, or otherwise disabled; school attendance; literacy; birthplace of person and parents.

Supplemental schedules for persons who died during the year.

1890

General schedules— destroyed.

Supplemental schedules for Union veterans of the Civil War and their widows.

1900

Address; name; relationship to family head; sex; race; age; marital status; number of years married; for women, number of children born and number now living; birthplace of person and parents; if foreign born, year of immigration and whether naturalized; occupation; months not employed; school attendance; literacy; ability to speak English; whether on a farm; home owned or rented and if owned, whether mortgaged.

1910

Address; name; relationship to family head; sex; race; age; marital status; number of years of present marriage for women, number of children born and number now living; birthplace and mother tongue of person and parents; if foreign born, year of immigration, whether naturalized, and whether able to speak English, or if not, language spoken; occupation, industry, and class of worker; if an employee, whether out of work during year; literacy; school attendance; home owned or rented; if owned, whether mortgaged; whether farm or house; whether a survivor of Union or Confederate Army or Navy; whether blind or deaf and dumb.

1920

Address; name; relationship to family head; sex; race; age; marital status; if foreign born, year of immigration to the U.S., whether naturalized, and year of naturalization; school attendance; literacy; birthplace of

person and parents; mother tongue of foreign born; ability to speak English; occupation, industry, and class of worker; home owned or rented; if owned, whether free or mortgaged.

1930

Address; name; relationship to family head; home owned or rented; value or monthly rental; radio set; whether on a farm; sex; race; age; marital status; age at first marriage; school attendance; literacy; birthplace of person and parents; if foreign born, language spoken in home before coming to U.S., year of immigration, whether naturalized, and ability to speak English; occupation, industry, and class of worker; whether at work previous day (or last regular working day); veteran status; for Indians, whether of full or mixed blood, and tribal affiliation.

1940

Address; home owned or rented; value or monthly rental; whether on a farm; name; relationship to household head; sex; race; age, marital status; school attendance; educational attainment; birthplace; citizenship of foreign born; location of residence 5 years ago and whether on a farm; employment status; if at work, whether in private or nonemergency government work, or in public emergency work (WPA, CCC, NYA, etc.); if in private work, worked in week; if seeking work or on public emergency work, duration of unemployment; occupation, industry, and class of worker; weeks worked last year, income last year.

1950

Address; whether house is on farm; name; relationship to household head; race; sex; age; marital status; birthplace if foreign born, whether naturalized; employment status; hours worked in week; occupation, industry, and class of worker.

1960-1970

Address; name; relationship to household head; sex; race; age; marital status.

1980-1990

Address; name; household relationship; sex; race; age; marital status; Spanish/Hispanic origin or descent.

2000

Address; home owned or rented; name; household relationship; sex; age; birth date; race; Spanish/Hispanic/Latino origin or descent.

Library of Congress

The Library of Congress has an extensive collection of useful materials relating to local history and genealogy. Persons who plan to do research at the Library should obtain the booklets *Information for Readers in the Library of Congress* and *Hours of Public Service in the Library of Congress*. Copies may be obtained free from the General Reference and Bibliography Division, The Library of Congress, Washington, DC 20504, telephone 202-707-6500.

National Society, Daughters of the American Revolution

The Daughters of the American Revolution (DAR) library has a large collection of genealogical materials in printed, processed, and typewritten form. The library is open to members and (for a small fee) to nonmembers. The address is—

Daughters of the American Revolution
1776 D Street, NW.
Washington, DC 20006-5392
Telephone: 202-628-1776

Church of Jesus Christ of Latter-Day Saints (Mormon)

This organization provides access to one of the largest collections of genealogical records. The library houses over 2 million rolls of microfilm, 700,000 microfiche, 280,000 books, and several family history databases. The Social Security Death Index is a computer data file listing millions of people who collected benefits from social security and died in the United States. This index was created from the files of the U.S. Social Security Administration. An ancestor's social security number is not needed to use the index. This index is a good tool to establish whether a person is deceased, especially in cases of individuals asking for help in locating persons to settle an estate. The address is—

Family History Library
35 North West Temple Street
Salt Lake City, UT 84150-3400
Telephone: 801-240-2331
<http://www.familysearch.com>

To locate the nearest Family History Center, call 800-346-6044.

Ellis Island

The American Family Immigration History Center™ (<http://www.ellisland.org>), housed in the Ellis Island Immigration Museum, is an exciting family genealogy facility. The data include records on more than 17 million people who immigrated through the port of New York from 1892-1924, the peak years of Ellis Island processing. You may get a printout of your ancestor's data, a scanned reproduction of the original ship's manifest, and a picture of the ship on which they arrived for a nominal fee.

OTHER RECORDS, SOURCES, AND REFERENCES FOR INFORMATION NOT FOUND IN CENSUS MATERIALS

Adoption Records

The U.S. Census Bureau does not make any distinction on its questionnaires between natural or adopted children. However, if a child is not adopted, its relationship to the head of the family (who is not the natural parent) may be shown on the original schedule as stepchild. An individual who no longer goes by his/her birth name must show sufficient evidence to receive a census transcript under that name. An applicant must furnish a birth certificate and adoption record, or some other legal proof showing name change and names of natural parents.

Adoption records usually are filed permanently either in a state vital statistics office or in a city, county, or other local office of court where the adoption took place. A copy may be obtained by writing or visiting the appropriate office. Fees vary. Adoption records are in the same state statistics office as marriage and divorce records.

Most states continue to guarantee the confidentiality of birth records, although some provide exceptions for medical information. Some states allow any adult adopted person to obtain his or her original birth records. There is much confusion and uncertainty surrounding sealed court adoption records. Adoption laws are often vague about what records are actually sealed and who is entitled to see them, what information is contained in them, and what parts are open.

If a court order is needed to examine the records (and many agencies' personnel cannot say for sure), then an adoptee must first establish "good cause," which in most cases means a question of inheritance or health. Court orders to open the records are rare, and specific grounds for such action have not been established. What may constitute "good and reasonable cause" in one court may not be valid in another. Adult adoptees have banded together throughout the country to form search groups. There are many such organizations, such as—

Adoptees' Liberty Movement Association
(ALMA)
P.O. Box 727, Radio City Station
New York, NY 10101
Telephone: 212-581-1568

Adoptees in Search (AIS)
P.O. Box 41016
Bethesda, MD 20014
Telephone: 301-656-8555

Concerned United Birthparents
P.O. Box 15258
Chevy Chase, MD 20825
Telephone: 202-298-1011

An informative guide to an adoptees' search may be found on, Shea's Search Series Web site, <http://www.plumbsite.com/shea/series.html>.

Most adoptive parents are given a copy of the adoption decree, which may hold some valuable information and members of any of the above groups are usually urged to ask for it. For locked adoption records, there are other sources available, such as marriage and divorce records, land deeds, and hospital records, that may contain useful information.

Overseas Adoptions

Refer to the Immigration and Naturalization Service (INS), U.S. Department of Justice, Washington, DC 20536 or for the local INS office, see the telephone directory for the office nearest you.

American Indian Ancestry

The National Archives and Records Administration maintains the 1860 federal census records for Indians living in Indian Territory and may be researched on microfilm roll 52 of the Arkansas census. Census enumerators did not count Indians not taxed. Indians who lived on reservations were included in the general population schedules. They were sometimes listed under their anglicized name rather than their Indian name. The 1870 and 1880 censuses have many Indian reservations counted. The 1900 census has many Indian reservations and other Indian population schedules on the last roll of the states in which they are located. Also available at the Archives on microfilm are the Indian census rolls, 1885-1940 (taken by Indian agents and others). For detailed holdings, see *American Indians: A Select Catalog of National Archives Microfilm Publications and Guide to Genealogical Research in the National Archives*. To order, call or send check or credit card to—

Customer Service Center (NWCC2)
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
Telephone: 1-800-234-8861
Fax: 301-713-6169
www.nara.gov

Birth Certificates

The U.S. Census Bureau does not issue birth certificates, nor does it keep files or indexes of birth records. These are maintained by the vital statistics offices in the states or areas where the births occurred. Addresses for each state's vital statistics office may be found on the U.S. Department of Health and Human Services Web site: <http://www.cdc.gov/nchswww> or check your local telephone directory.

When applying for social security or a driver's license, the individual who does not have a birth certificate must prove that none exists from the state where he or she was born. Therefore, the individual should obtain a

statement to that effect from the vital statistics office and use it in conjunction with other documents (such as a census transcript). However, a census transcript is an acceptable piece of evidence when applying for a delayed birth certificate.

Civilians abroad. Upon request, the office below will furnish a certification of birth to U.S. citizens born abroad provided the birth was reported to the American consular office in the country where the birth occurred. The U.S. Department of State issues certified copies of the Report of Birth Consular (FS-240). To request copies of the FS-240, write to Passport Services, Correspondence Branch, U.S. Department of State, 1111 19th Street, NW, Suite 510, Washington, DC 20522-1705. Send a check or money order for \$40.00 per document.

The above procedure should also be followed if the birth took place in a U.S. Armed Forces hospital overseas. If the birth was not registered with the consular office, application should be made to the National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132-5100, or telephone 314-263-3901.

U.S. Army facilities. The National Archives has records of births at U.S. Army facilities in the states and territories for 1884-1912, with some records dated as late as 1928. It will search the records if provided with: name of child, names of his/her parents, place of birth, and month and year of birth. *Military Service Records in the National Archives of the United States, GIL No. 7, Rev. 1985*, has details. The leaflet is available free of charge from Publication Services, National Archives and Records Administration, Washington, DC 20408, telephone 800-234-8861.

If the birth took place in a U.S. Armed Forces hospital stateside after 1912, write to the vital statistics agency in the state.

Certification of birth in an adoptive name. U.S. citizens born overseas, should apply to the Passport Office, U.S. Department of State, for a Consular Report of Birth in the new adoptive name. To obtain a report in a new name, send a written request, the original Consular Report of Birth, or if not available, a notarized affidavit about its whereabouts. Also, send a certified copy of the court order or final adoption decree which identifies the child and show the change of name with the request. If the name has been changed informally, submit public records and affidavits that show the change of name.

Birth (occurring stateside) certificates in an adoptive name may be requested from the state vital statistics office where it was registered. To register an adoptive child, the adoptive parent must apply to the state where the person was born and submit a copy of the court decree.

Alien children. The Immigration and Naturalization Service (INS) in Washington, DC 20536 will furnish birth

certificates of alien children adopted by U.S. citizens and lawfully admitted to the United States if the birth information is on file. To obtain the birth data, it is necessary to provide the Immigration Office with proof of adoption or legitimation. A Certification of Birth Data may be obtained from any INS office (the nearest one will be listed in the telephone directory).

Notification of birth registration. The "Notification Birth Registration" form (see below) is not a birth certificate. The U.S. Census Bureau designed this form in 1924, at the request of various state vital statistics offices, to promote the accurate registration of births in the United States. The notification was completed and sent to parents of newborns when the state office of vital records received information on the birth and made up a birth registration record. If parents found errors in the information shown on the form, they were asked to correct them and return the form so the state's record could be corrected accordingly. The notification was used until the late 1940s and discontinued since the states then were keeping satisfactory birth records. The U.S. Census Bureau does not maintain these records. Certified copies of birth records must be obtained from the vital statistics office where the event occurred. (See below for addresses or go to <http://www.cdc.gov/nchswww>.)

Death Records

Civilian. Except for 19th century mortality schedules for 1850, 1860, 1870, 1880, and for five states and territories in 1885 (generally available at the National Archives), which covered deaths only in the year preceding the enumeration, federal census schedules have never included questions on death.

Domestic death records are filed in the central vital statistics office of the state, some cities, or U.S. territory or possession where the death occurred. A copy may be obtained by writing or visiting that agency. The fee varies for each state. If it has been established that no death record exists, the individual should refer to church, cemetery, military (pension or other grant), insurance, or fraternal order records, as well as contemporary newspapers.

In cases where the place or date of death is not known, but the decedents' birthplace, birthdate, and parents' names are, a check of the vital statistics agency in the state of birth may reveal the desired information about the death. This procedure will work only if (1) the decedent's birth was recorded in the first place and if (2) the death certificate contained the information necessary to tie it to that birth record (i.e., birthplace, date, and names of parents). The Social Security Index also will give the place and date of death. These measures are useful in situations where a missing person's death needs to be established.

For deaths overseas in 1974 and after, refer to the Passport Services, Correspondence Branch, U.S. Department of State, Washington, DC 20522-1705. The fee is \$20.00 for the first copy, \$10.00 for each additional copy. For reports of deaths filed before 1974, write to the National Archives and Records Administration, Civilian Textual Reference (NWCTC), 8601 Adelphi Rd, College Park, MD 20740.

Military. Copies of records of deaths of persons serving in the Armed Forces of the United States or civilian employees of the U.S. Department of Defense may be requested from the National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100.

Marriage Records

Civilian. The U.S. Census Bureau does not keep marriage records. An official record should be available in the jurisdiction where the marriage took place or on file either in a state vital statistics office or a city, county, or other local office. Copies may be obtained by writing and requesting one. A fee is required; the amount varies by state.

For copies of marriage records before licenses were issued or recorded by civil authorities, the individual may find the record in a church parish register or from contemporary newspaper accounts. Many libraries have the latter.

Military. The National Archives has marriage records of U.S. Army facilities (but not other branches of the Service) from 1884-1912, and some records as late as 1928. To search these records, provide the Archives with the names of the contracting parties and the probable time and place.

Overseas. For Americans married overseas, call or write the appropriate American embassy or consulate having jurisdiction.

Military Records

Present. Military records of those presently in the service are in the custody of the Secretary of Defense, Washington, DC 20301.

Past service. The official records of persons who have served in the U.S. Air Force, Army, Coast Guard, Marine Corps, and Navy from World War I and later are held at the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5100. Compiled military service records and many pensions before World War I are held at the National Archives Building, 700 Pennsylvania Avenue, NW, Washington, DC 20408. For additional information, see *Military Service Records in the National Archives of the United States* (General Information Leaflet 7).

Where to Write for Birth and Death Records in the United States and Outlying Areas

Dates Indicate When Birth Records Were First Kept

[NOTE: For current prices, call or go to Web site www.cdc.gov/nchswww]

Alabama (1908)

Center for Health Statistics
State Dept. of Public Health
P.O. Box 5625
Montgomery, AL 36103-5625
334-206-5418

Alaska (1913)

Dept. of Health & Social
Services
Bureau of Vital Statistics
P.O. Box 110675
Juneau, AK 99811-0675
907-465-3391

American Samoa (1900)

Registrar of Vital Statistics
Vital Statistics Section
Government of American
Samoa
Pago Pago, AS 96799
684-633-1222 ext. 214

Arizona (1909)

Vital Records Section
Arizona Dept. of Health
Services
P.O. Box 3887
Phoenix, AZ 85030
602-255-3260

Arkansas (1914)

Division of Vital Records
Arkansas Dept. of Health
4815 W. Markham St.
Little Rock, AR 72201
501-661-2336

California (1905)

Office of Vital Records
Dept. of Health Services
P.O. Box 730241
Sacramento, CA 94244-0241
916-445-2684

Canal Zone (1904)

Panama Canal Commission
Vital Statistics Clerk
APOAA 34011

Colorado (1910)

Vital Records Section
Colorado Dept. of Public
Health and Environment
4300 Cherry Creek Dr. S.
HSVRD-VS-A1
Denver, CO 80246-1530
303-756-4464

Connecticut

Certified copies are not avail-
able from State Office. Request
must be submitted to town
where event occurred.

Delaware (1926)

Office of Vital Statistics
Division of Public Health
P.O. Box 637
Dover, DE 19903
302-739-4721

District of Columbia (1855)

Vital Records Branch
825 N. Capitol St., NE
Washington, DC 20002
202-442-9009

Florida (1865)

Dept. of Health & Rehabilitative
Services Office of Vital Statistics
P.O. Box 210
1217 Pearl St.
Jacksonville, FL 32231
904-359-6900

Georgia (1919)

Georgia Dept. of Human Resources
Vital Records Service
Room 217-H
47 Trinity Ave., SW
Atlanta, GA 30334
404-656-4900

Guam (1901)

Office of Vital Statistics
Dept. of Public Health &
Social Services
Government of Guam
P.O. Box 2816
Agana, GU, M.I. 969110
671-734-4589

Hawaii (1853)

State Dept. of Health
Office of Health Status Monitoring
Vital Records Section
P.O. Box 3378
Honolulu, HI 96801-9984
808-586-4533

Idaho (1911)

Vital Statistics Unit
Center for Vital Statistics &
Health Policy
450 W. State St., 1st Fl.
P.O. Box 83720
Boise, ID 83720-0036
208-334-5988

Illinois (1916)

Div. of Vital Records
Illinois Dept. of Public Health
605 West Jefferson St.
Springfield, IL 62702-5097
217-782-6553

Indiana (1907)

Vital Records Section
State Dept. of Health
2 North Meridian St.
Indianapolis, IN 46204
317-233-2700

Iowa (1880)

Iowa Dept. of Public Health
Vital Records Section
Lucas Office Building
321 East 12th St.
Des Moines, IA 50319-0075
515-281-4944

Kansas (1911)

Office of Vital Statistics
Kansas State Dept. of
Health & Environment
Landon State Office Bldg.
900 SW Jackson St., Rm.151
Topeka, KS 66612-1290
785-296-1400

Kentucky (1911)

Office of Vital Statistics
Dept. for Health Services
275 East Main St.
Frankfort, KY 40621
502-564-4212

Louisiana (1914)

Vital Records Registry
Office of Public Health
325 Loyola Ave.
New Orleans, LA 70112
504-568-5152

Maine (1892)

Office of Vital Statistics
Maine Dept. of Human Services
State House Station 11
Augusta, ME 04333-0011
207-287-3184

Maryland (1898)

Div. of Vital Records
Dept. of Health &
Mental Hygiene
6550 Reisterstown Ave.
P.O. Box 68760
Baltimore, MD 21215-0020
410-764-3038

Massachusetts (1906)

Registry of Vital Records
& Statistics
470 Atlantic Ave.,
2nd Fl.
Boston, MA 02210-2224
617-753-8600

Michigan (1867)

Vital Records
3423 North Martin Luther
King Blvd.
P.O. Box 30195
Lansing, MI 48909
517-335-8656

Minnesota (1908)

Minnesota Dept. of Health
Section of Vital Statistics
717 Delaware St., SE
P.O. Box 9441
Minneapolis, MN 55440
612-676-5120

Mississippi (1912)

Vital Records
State Dept. of Health
2423 North State St.
Jackson, MS 39216
601-576-7981

Missouri (1910)

Missouri Dept. of Health
Bureau of Vital Records
930 Wildwood
P.O. Box 570
Jefferson City, MO
65102-0570
573-751-6400

Montana (1907)

MT Dept. of Public Health &
Human Services
Vital Statistics Bureau
P.O. Box 4210
Helena, MT 59604
406-444-4228

Nevada (1911)

Div. of Health Vital Statistics
Capitol Complex
505 E. King St., #102
Carson City, NV 89710
775-684-4280

New Hampshire (1640)

Bureau of Vital Records
Health & Welfare Bldg.
6 Hazen Dr.
Concord, NH 03301
603-271-4654

New Jersey (1878)

NJ State Dept. of Health &
Senior Services
Bureau of Vital Statistics
P.O. Box 370
Trenton, NJ 08625-0307
609-292-4087

New Mexico (1880)
Vital Statistics
New Mexico Health Serv. Div.
P.O. Box 26110
Santa Fe, NM 87502
505-827-2338

New York (1880)
(except NY City)
Certification Unit
Vital Records Section
P.O. Box 2602
Albany, NY 12220-2602
518-474-3075

New York City (1910)
Office of Vital Records
NY City Dept. of Health
125 Worth St., Box 4
New York, NY 10013
212-788-4520

North Carolina (1946)
NC Vital Records
P.O. Box 29537
Raleigh, NC 27626-0537
919-733-3526

North Dakota (1893)
Div. of Vital Records
State Capitol
600 East Blvd. Ave.
Bismarck, ND 58505-0200
701-328-2360

**Northern Mariana
Islands (1945)**
Superior Court
Vital Records Section
P.O. Box 307
Saipan, MP
670-234-6401, ext. 15

Ohio (1908)
Bureau of Vital Statistics
Ohio Dept. of Health
P.O. Box 15098
Columbus, OH 43215-0098
614-466-2531

Oklahoma (1908)
Vital Records Section
State Dept. of Health
1000 N.E. 10th St.
P.O. Box 53551
Oklahoma City, OK 73152
405-271-4040

Oregon (1903)
Oregon Health Div.
Vital Statistics Section
P.O. Box 14050
Portland, OR 97293-0050
503-731-4095

Pennsylvania (1906)
Div. of Vital Records
State Dept. of Health
Central Bldg.
101 South Mercer St.
P.O. Box 1528
New Castle, PA 16103
724-656-3100

Puerto Rico (1931)
Dept. of Health
Demographic Registry
P.O. Box 11854
Fernández Juncos Station
San Juan, PR 00910
787-728-7980

Rhode Island (1900)
Div. of Vital Records
RI Dept. of Health
3 Capitol Hill, Rm. 101
Providence, RI 029098-5097
401-222-2811

South Carolina (1915)
Office of Public Health Statistics
& Information Systems
SC Dept. of Health &
Environmental Control
2600 Bull St.
Columbia, SC 29201
803-898-3630

South Dakota (1905)
Vital Records
State Dept. of Health
600 East Capitol Ave.
Pierre, SD 57501-2536
605-773-3355

Tennessee (1914)
Tennessee Vital Records
Dept. of Health
Central Services Bldg.
421 - 5th Ave., North
Nashville, TN 37247-0450
615-741-1763

Texas (1903)
Bureau of Vital Statistics
Texas Dept. of Health
P.O. Box 12040
Austin, TX 78711-2040
512-458-7111

Utah (1905)
Bureau of Vital Records
Utah Dept. of Health
288 North 1460 West
P.O. Box 141012
Salt Lake City, UT 84114-1012
801-538-6105

Vermont
Vermont Dept. of Health
Vital Records Section
P.O. Box 70
108 Cherry St.
Burlington, VT 05402
802-828-3286

Virginia (1853)
Office of Vital Records &
Health Statistics
State Health Dept.
P.O. Box 1000
Richmond, VA 23218-1000
804-225-5000

**Virgin Islands (1840)
For St. Croix**
Registrar of Vital Statistics
Charles Harwood
Memorial Hospital
Christiansted St. Crox,
VI 00820

St. Thomas & St. John
Registrar of Vital Statistics
Knud Hansen Complex
Hospital Ground
Charlotte Amalie
St. Thomas, VI 00802
340-774-9000, ext.
4621 or 4623

Washington (1907)
Dept. of Health Center for
Health Statistics
P.O. Box 9709
Olympia, WA 98507-9709
360-236-4300

West Virginia (1917)
Vital Registration Office
Div. of Health State
Capitol Complex
Bldg. 3
Charleston, WV 25305
304-558-2931

Wisconsin (1857)
Vital Records
1 West Wilson St.
P.O. Box 309
Madison, WI 53701
608-266-1371

Wyoming (1909)
Vital Records Services
Hathaway Building
Cheyenne, WY 82002
307-777-7591



PRESERVE THIS CERTIFICATE—IT IS VALUABLE

It shows that this birth is legally registered with the Vital Statistics Division of the State Department of Health.

This notification of birth registration will be valuable in proving the name, age, birthplace, and parentage of the child for school records, working rights, establishing identity, and other purposes.

If errors are found in the statements on this notification, please return it with corrections at once to the Special Agent of the Bureau of the Census at the Office of the State Registrar of Vital Statistics, as shown on the front of this certificate.

The original record of birth on file in the office of the State Department of Health will then be completed and a corrected Notification of Birth Registration will be mailed to you free.

Many of the following records were destroyed in a fire at the National Personnel Records Center in 1973:

Army: Enlisted personnel separated between 11/01/12 and 01/01/60
Officers separated between 06/30/17 and 12/31/56
Air Force: Records between 09/25/47 and 01/01/64

Draft Registration

World War I: All males, not already in the Armed Forces, in the following age groups were requested to register:

Date	Age
June 5, 1917	21 through 30
June 5 and August 14, 1918	All who became 21 after June 5, 1917
September 24, 1918	18 through 45 not already registered

Records are held at National Archives and Record Administration, Southeast Region, 1557 St. Joseph Avenue, East Point, GA 30344-2593, telephone: 404-763-7477, e-mail: center@atlanta.nara.gov.

World War II: All males, not already in the Armed Forces, in the following age groups were required to register:

Date	Age
October 16, 1940	21 through 35
July 1, 1941	21 since October 1940
February 16, 1942	20 through 21 and 37 through 44
March 19, 1942	45 through 64
November 1942-1945	18 through 44 not already registered (registration required on 18th birthday)

Records are kept by the Records Manager, National Headquarters, Selective Service System, Washington, DC 20435. Applicant must furnish general address (i.e., state and place) at time of registration, plus parents' names (for further identification).

Divorce Records

Questions on marital status (whether single, married, widowed, or divorced) have been asked in every census since 1880. No further details (e.g., years married, date of divorce, etc.) are given.

An official record of the divorce or annulment of marriage should be available where the decree was issued, or filed permanently either in a state vital statistics office or in a city, county, or other local office. A copy may be obtained by writing or visiting the appropriate office. A fee is required; the amount varies by state.

Driver's Licenses

These are on file in the motor vehicle departments (MVDs) of the respective states, some of which consider them to be public records. Others do not, and persons interested in access to these records should inquire in each instance. Following are several examples of states where some data are available to individuals. In Maryland, the MVD will verify information by answering "Yes" or "No" over the telephone, and a record can be viewed at an MVD branch office by giving the person's full name and driver's license number. The Missouri MVD will honor written requests for data from an individual license (name, address, birthdate, height, weight, and eye and hair color). The state of New York will furnish copies of its records on written request.

Employment Records

Federal government agencies, including the U.S. Census Bureau, keep employment records only on current employees. Former employees' records are on file at—

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118-4126

The individual should write there and request a copy of his/her record, or someone else's with written authorization.

For employment information shown on census records, see "Profession, Occupation, or Trade."

Private industry usually keeps employment records on active and inactive employees.

Immigration and Naturalization

The record sources are as follows:

1906 to date. Immigration and Naturalization Service, U.S. Department of Justice, Washington, DC 20536

Before 1906. Federal (district), state, or local court where the proceedings took place

The clerk of the court, as a rule, will have the records and can provide copies. If the court is not known, it sometimes may be identified by checking the records of the registrar of voters in the county where the person in question lived.

The National Archives and Records Administration in Washington, DC, has microfilm copies of passenger arrival lists and immigration passenger lists available for researchers.

Early merchant marine records at the National Archives, "Seamen's Protection Certificate Applications, Port of Philadelphia, 1824-1861, Index," is especially valuable for those doing African-American research. The information on the application includes age at time of application and city and/or county, state or country of birth. A description of the seaman also is recorded.

Missing Persons

The U.S. Census Bureau does not maintain a listing of current mailing addresses that can be used to locate individuals. Census records are organized geographically (by address, then by head of the household, not by name), so in order to retrieve a person's census record, it first is necessary for the U.S. Census Bureau to have the address and the name of the head of household at the time of the census.

For individuals that ask for help in locating persons to settle an estate or to identify possible children or other relatives of a deceased person, a census record will only show the names of persons living in the household at the time and will not indicate the existence of children or relatives other than those present. Under the present authorization rules, the U.S. Census Bureau cannot even answer with a "yes" or "no" such questions as, "Did the named individual have any children/relatives in the household?" In rare cases, a state census may be useful provided names and relationships were taken down.

For individuals seeking missing parents, husbands or wives, etc., in compassionate situations, there are three federal agencies that may be able to help provide certain information that can be furnished about the missing person(s).

The **Social Security Administration (SSA)** has records on individuals who are currently receiving benefits, or those who have received them in the last 2 years, and may be able to help by forwarding letters. As much as possible of the following information should be provided about the missing person(s): his/her name, social security number (if known), date and place of birth, mother's maiden name, and father's name.

The **Department of Veterans Affairs (VA)** has claim records for living and deceased veterans and will forward letters to the last address on record, no matter how old. If the letters are returned by the post office as undeliverable, the VA will so notify the sender. Information needed by the VA to search its records are: claim or insurance, social security, and service serial numbers (if known); name, date of birth; and branch and dates of service and separation.

The **Internal Revenue Service (IRS)** will, in urgent cases, forward letters to missing persons. The IRS will not disclose addresses. The IRS will need personal information on the missing person and will forward letters if the missing person's social security number is provided.

A letter to the missing person(s) should be enclosed in a stamped, unaddressed, unsealed envelope and included in the communication to each of the above agencies. They will examine the letters and determine whether to forward them. The addresses are as follows:

Letter Forwarding Unit
Social Security Administration
6401 Security Boulevard
Baltimore, MD 21235
Telephone: 410-965-7700

Department of Veterans Affairs
Records Processing Center
Post Office Box 5020
St. Louis, MO 63115

Internal Revenue Service
National Director, Government Liaison
& Disclosure
Letter Forward Program
1111 Constitution Avenue, NW
Room 1603
Washington, DC 20224
Telephone: 202-622-6200
Fax: 202-622-5149

The primary purpose of the **Salvation Army's Family Tracing Service** is to reunite relatives who wish to find each other. It reserves the right to accept or reject an application, or to assign a priority to any given request, based on reasonableness, feasibility, and motive. The right to privacy is recognized in that an individual's whereabouts is not divulged without his/her consent. If the person found is a minor, exceptions may be made to this policy. The service will, however, act as a postbox until such time as all parties involved feel free to reveal their addresses for direct communications. The inquirer is asked to contribute towards the cost of the service. The inquirer should write to the address below and request a standard enquiry form or go to <http://www.salvationarmy.org/> for more information.

Family Tracing Service of the
Salvation Army
615 Slaters Lane
Post Office Box 269
Alexandria, VA 22313
Telephone: 703-684-5500
Fax: 703-684-3478

Except in unusual circumstances, the Tracing Service will not undertake a search for a missing person under the following kinds of conditions:

1. Friends
2. Situations where adoptions have taken place
3. Alleged fathers of nonmarital children
4. Young people under 16/17 years
5. Former husbands or wives
6. Spouses for divorce purposes
7. Estate or similar business matters
8. Genealogies

The U.S. **Armed Forces** maintain worldwide locators that provide the current military address for anyone now in the service. See addresses below for each service—

Army:	Worldwide Locator EERC, Fort Benjamin Harrison, IN 46204
Navy:	Locator Service NMPC-0216 Naval Military Personnel Command Navy Department Washington, DC 20370
Marines:	CMCMMRE-10 Headquarters USMC, Building 2008 Quantico, VA 22134
Air Force:	Military Personnel Records Division (MPCD003) Air Force Military Personnel Center Randolph Air Force Base, Texas 78148
Coast Guard:	Commandant G-CP-3 U.S. Coast Guard Washington, DC 20593-0001

The **Postal Service** keeps change-of-address orders on file for 18 months. If a “missing person” has a last-known address, the searcher can write a letter to the postmaster of that place and receive the forwarding address (provided it still is on file). This does not work when the searcher has no address in the first place. A fee is required.

Passport Applications

The Old Military and Civil Records Branch (NWCTB), National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington, DC 20408, holds passports to 1926. For passports 1926 and later, write to the Office of Freedom and Privacy, Department of State, Washington, DC 20520-1512. Requests should include the full name and aliases, date of birth, and date of death.

Except for a brief period of time during the Civil War, there was no legislation requiring citizens of the United States to obtain passports before traveling abroad. In 1918, however, Congress made it unlawful, with reference to countries specified by the State Department, to depart from or enter the United States without a valid passport. This statute is still in effect.

For the very early period, there was no standard form to be submitted by the applicant, and the evidence upon which passports were issued up to 1830 consisted chiefly of letters from the applicants themselves or certificates from public notaries that the applicants were citizens of the United States. In 1830, a printed form of application

came into use that provided space for a physical description of the applicant and indicated whether the person was native born or naturalized. The form was not obligatory, however, and there continued to be no uniformity in the applications. Beginning in 1845, the U.S. Department of State issued a number of circulars establishing uniform procedures and forms to be used in obtaining passports. By 1896, every applicant was required to state the date and place of his or her birth, occupation, and place of permanent residence. It was also required that every applicant furnish a physical description of the person(s) to be covered by the passport. The present application form, which has been used (with minor variations) for many years, also asks for such information as place and date of birth and citizenship of parents, the applicant’s marital status, purpose of trip, means of transportation, and name of ship or airline company, date and place of departure, proposed length of stay, and each country to be visited; also, a photograph of the applicant.

Other State Department records. Other record types that provide sources of population data are vital statistics records comprising reports of births, marriages, and deaths of U.S. citizens abroad. Consular officers of the United States sent such reports to the U.S. Department of State throughout a good part of our federal history. For deaths occurring abroad through 1973, the records are maintained at the Civilian Textual Reference (NWCTC), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740. For birth, marriage, and post-1973 death records, write to Passport Services, Department of State, Suite 510, 111 - 19th Street, NW., Washington, DC 20522-1705.

School Records

The U.S. Census Bureau does not keep school records; they are on file with the superintendent of schools in the county (or the board of education in a large city) where the school is or was located. A copy may be obtained by writing or visiting that office. A school record, particularly for kindergarten or the primary grades, often is accepted as evidence of age, residence, or relationship.

State Census Records

Some states took their own censuses after the year 1790 to serve constitutional provisions for apportioning representatives to their legislatures. Territorial censuses were taken by territorial organizations and usually represented attempts to establish eligibility for admission into the Union as a state.

These records are in the custody of the secretary of the state in the state in which the census was taken. See Henry J. Dubester, *State Censuses: An Annotated Bibliography of Censuses Taken After the Year 1790, by States and Territories of the United States*², Washington, DC, 1948 and Ann S. Lainhart, *State Census Records*, Genealogical Publishing Co., Inc., Baltimore, MD, 1992. Both publications provide information on the locations of

existing state records, their condition, how indexed, information needed for searching data on individuals, and conditions of searches, including statement of policy and fee at the time of publication. Prospective users should review current conditions and fees with the agencies involved. Extant schedules are available commercially on microfiche.

OTHER DOCUMENTS AND SOURCES

There are a variety of records about individuals, some of which have been mentioned in earlier sections. Following is a list—by no means exhaustive—of potential sources of documents or information about persons that can be used either as collateral evidence (proof of birthplace, age, residence, relationship, etc.) or to support or lead to other facts or sources. Records closest in time to the event(s) in question are generally the most acceptable.

Items marked with an asterisk (*) may be offered to the Social Security Administration in the absence of a birth certificate. The original documents must be shown or furnished even though photocopies are offered. Thus, someone presenting a copy of a Bible entry must also display the Bible itself. Not all agencies or lines of investigation, however, have the same requirements.

Personal Records

Hospital or physician's record of birth* or treatment
Baptismal, confirmation, or chrismation record*
Bible entry*
Marriage record*
Application for motor vehicle operator's permit
Employment record (private industry)
Work permit application
Voter registration
Fraternal organization application or membership
Passport or visa (or application for one)
Contemporary newspaper of wedding, birth, death, business opening, graduation (or other event)
Union membership record
Institutional record (orphanage,* prison, police, etc.)
Mortgage or loan application
Social security record
Credit report
Local business or trade license application or record

Federal Records

The National Archives and Records Administration, Washington, DC 20408, maintains many records that may show a person's age, citizenship, etc.; among these are—

Homestead applications
Ships' passenger lists
Seamen's protection-certificate applications
Pension applications
Bureau of Indian Affairs censuses and enrollments
Naturalization records
Passport applications
Military records

For additional information on content and holdings, see *Using Records in the National Archives for Genealogical Research*, No. 5, Rev. 1990; and *Military Service Records*, No. 7, Rev. 1985, available free from the above address, www.nara.gov or telephone 800-234-8861.

Other State and Local Records

In addition to vital records, most states and counties have records of wills, deeds, lists of voters and taxpayers, adoption court records, etc.

These records are usually on file in the state bureau of vital statistics, or with an official (recorder or court clerk) in the city, town, or county where the event occurred.

District of Columbia records (other than birth, death, marriage, and divorce records) containing information about individuals are kept at the Washington National Records Center and are all restricted. Permission must be obtained for access. For more information contact—

Washington National Records Center
4205 Suitland Road
Suitland, MD 20746-8001
Telephone: 301-457-7000
E-mail: center@suitland.nara.gov
Web: www.nara.gov/records/wnrc.html
Fax: 301-457-7117

Records of military service performed in state, territorial, or colonial units; state or colonial land transactions affecting individuals; censuses authorized by federal, state, or territorial legislation; and claims for pensions and other benefits based on legislation or military service are often found in state archives and libraries.

There are also records on immigrants. For example, Maryland has lists of aliens who arrived in Baltimore during 1833-66, and Massachusetts also has lists of aliens who arrived in Boston's ports during 1848-91.

Most large public and research libraries, whether they have genealogical collections or not, have materials that can be used for genealogical research. Among these are telephone and city directories that can be used to determine if the person was living there during a particular period and files of newspapers that contain notices of births, deaths, marriages, and changes in family residence.

²*State Censuses: An Annotated Bibliography of Censuses Taken After the Year 1790, by States and Territories of the United States*, was reprinted in 1990 by the Bookmark, P.O. Box 90, Knightstown, Indiana 46146, 1-800-876-5133, extension 170, price \$7.00.

STATE CENSUS AVAILABLE		
	Yes	No
Alabama	✓	
Alaska		✓
Arizona	✓	
Arkansas	✓	
California	✓	
Colorado	✓	
Connecticut		✓
Delaware		✓
District of Columbia	✓	
Florida	✓	
Georgia	✓	
Hawaii		✓
Idaho	✓	
Illinois	✓	
Indiana	✓	
Iowa	✓	
Kansas	✓	
Kentucky	✓	
Louisiana	✓	
Maine		✓
Maryland		✓
Massachusetts	✓	
Michigan	✓	
Minnesota	✓	
Mississippi	✓	

	Yes	No
Missouri	✓	
Montana	✓	
Nebraska	✓	
Nevada	✓	
New Hampshire		✓
New Jersey	✓	
New Mexico		✓
New York	✓	
North Carolina		✓
North Dakota	✓	
Ohio		✓
Oklahoma		✓
Oregon	✓	
Pennsylvania		✓
Rhode Island	✓	
South Carolina	✓	
South Dakota	✓	
Tennessee		✓
Texas	✓	
Utah	✓	
Vermont		✓
Virginia		✓
Washington		✓
West Virginia		✓
Wisconsin	✓	
Wyoming	✓	

NUMBER AND ADDRESSES OF PERSONS IN THE UNITED STATES WITH THE SAME SURNAMES

The U.S. Census Bureau receives requests to supply information on name frequency. In an effort to comply with those requests, the U.S. Census Bureau's data file "Frequently Occurring First and Surnames from the 1990 Census" has been compiled from a sampling of the 1990 Census. These files contain only the frequency of a given name, no specific individual information. This file is located on our Web site, www.census.gov. Keep in mind that if a name does not appear in these data files it does not mean that it is nonexistent, only that it is reasonably rare.

The Social Security Administration periodically publishes a list of surnames in its files and their incidence, but this list (a) is limited to names that occur 10,000 times or more, (b) represents the social security numbers issued since that program began in 1936 (irrespective of whether the registrants are alive now), and (c) does not include persons not under the social security system, such as children or government employees who were never in the system.

Certain private firms provide estimates of the number of households with a given surname. They do this by counting the number of times a name appears on one of the more commercial mailing lists and multiplying by whatever factor is necessary to equal the total number of households in the United States. Thus, assuming 90 million households (a Census statistic), if the surname "Arnold" appeared 250 times on a set of mailing lists containing 1 million names, the 250 would be multiplied by 90 to arrive at a figure of 22,500 households in the country with the Arnold surname.

Mailing lists may be rented or purchased from commercial suppliers. Most large libraries have a genealogical collection that might provide leads to persons with the same surnames; they also have telephone and city directories for the larger cities, and these might be sources to pursue.

The Book of Lists compiled by David Wallechinsky, Irving Wallace, and Amy Wallace contains a listing of the most popular given names. Most public libraries will have reference copies.

HOW THE U.S. CENSUS BUREAU HANDLES INQUIRIES

History Staff. This staff (in the Policy Office) processes correspondence, telephone calls, e-mail, and personal visits received at U.S. Census Bureau headquarters in Suitland, MD, that deal with the topics discussed in this manual or with any other historical aspect of the U.S. Census Bureau's work. It also can assist U.S. Census Bureau user services and public information offices or other personnel in answering inquiries. The staff will assist individuals in filling out Form BC-600, "Application for Search of Census Records."

Personal Census Search Unit. The primary function of this unit (in the National Processing Center) is to search the 1910 and later census records and to furnish verified personal information to authorized individuals. This unit may be contacted regarding cases in progress or no longer than a year old. BC-600 application forms may also be requested from this office. The staff will assist individuals in filling out the application and accept the fee.

Other sources of assistance. BC-600 application forms and assistance can be obtained from the U.S. Census Bureau regional offices listed below. The forms also are available at post offices that handle passport applications and at National Archives regional branches.

The U.S. Census Bureau does not accept collect telephone calls. The caller is asked to leave his/her telephone number and a staff member will return the call.

BC-600 application forms may also be printed from the U.S. Census Bureau's Web site, www.census.gov, under "Genealogy/Age Search."

U.S. CENSUS BUREAU REGIONAL OFFICES

Twelve regional offices in cities outside the Washington area offer a variety of services to users of U.S. Census Bureau data. These offices have information services specialists who can answer inquiries about census publications and other Bureau products, assist users in the access and use of census data needed for specific applications, and make presentations to groups interested in the Bureau's statistical programs and products.

Boston

U.S. Census Bureau
2 Copley Place, Suite 301
P.O. Box 9108
Boston, MA 02117-9108
Telephone: 617-424-0500

New York

U.S. Census Bureau
Jacob K. Jarvits Federal Building
26 Federal Plaza, Rm. 37-130
New York, NY 10278-9004
Telephone: 212-264-3860

Philadelphia

U.S. Census Bureau
21st Floor
1601 Market Street
Philadelphia, PA 19103-5405
Telephone: 215-656-7550

Detroit

U.S. Census Bureau
1395 Brewery Park Blvd.
Detroit, MI 48207-5405
Telephone: 313-259-1158

Chicago

U.S. Census Bureau
2255 Enterprise Dr., Suite 5501
Westchester, IL 60154-5800
Telephone: 708-562-1350

Kansas City

U.S. Census Bureau
Gateway Tower II, Suite 600
400 State Avenue
Kansas City, KS 66101-2410
Telephone: 913-551-6728

Seattle

U.S. Census Bureau
Suite 5100, Key Tower
700 5th Avenue
Seattle, WA 98104-5018
Telephone: 206-553-5837

Charlotte

U.S. Census Bureau
901 Center Park Dr., Suite 106
Charlotte, NC 28217-2935
Telephone: 704-344-6142

Atlanta

U.S. Census Bureau
101 Marietta St., NW, Suite 3200
Atlanta, GA 30303-2700
Telephone: 404-730-3832

Dallas

U.S. Census Bureau
6303 Harry Hines Blvd., Suite 210
Dallas, TX 75235-5269
Telephone: 214-640-4400

Denver

U.S. Census Bureau
6900 W. Jefferson Avenue
Denver, CO 80235-2032
Telephone: 303-969-6750

Los Angeles

U.S. Census Bureau
15350 Sherman Way, Suite 300
Van Nuys, CA 91406-4224
Telephone: 818-904-6393

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION HEADQUARTERS
AND REGIONAL BRANCHES**

Washington, DC Headquarters

7th & Pennsylvania Ave., NW
Washington, DC 20408
Telephone: 202-501-5400
<http://www.nara.gov>

REGIONAL RECORDS SERVICES FACILITIES

Pacific Alaska Region

654 West Third Ave.
Anchorage, AK 99501-2145
Telephone: 907-271-2441
E-mail: archives@alaska.nara.gov

Pacific Region (Laguna Niguel)

24000 Avila Rd., 1st Floor-East Entrance
Laguna Niguel, CA 92677-3497

Send correspondence to:
P.O. Box 6719
Laguna Niguel, CA 92607-6719
Telephone: 949-360-2641
E-mail: archives@laguna.nara.gov

Pacific Region (San Bruno)

1000 Commodore Dr.
San Bruno, CA 94066-2350
Telephone: 650-876-9009
E-mail: archives@sanbruno.nara.gov

Rocky Mountain Region

Building 48, Denver Federal Center
West 6th Ave. and Kipling St.
Denver, CO 80225-0307

Send correspondence to:
P.O. Box 25307
Denver, CO 80225-0307
Telephone: 303-236-0804
E-mail: center@denver.nara.gov

Southeast Region

1557 St. Joseph Ave.
East Point, GA 30344-2593
Telephone: 404-763-7474
E-mail: center@atlanta.nara.gov

Great Lakes Region

7358 South Pulaski Rd.
Chicago, IL 60629-5898
Telephone: 773-581-7816
E-mail: archives@chicago.nara.gov

Northeast Region (Boston)

380 Trapelo Rd.
Waltham, MA 02452-6399
Telephone: 781-647-8104
E-mail: archives@waltham.nara.gov

Northeast Region (Pittsfield)

10 Conte Dr.
Pittsfield, MA 01201-8230
Telephone: 413-445-6885
E-mail: archives@pittsfield.nara.gov

Northeast Region (New York)

201 Varick St.
New York, NY 10014-4811
Telephone: 212-337-1300
E-mail: archives@newyork.nara.gov

Central Plains Region (Kansas City)

2312 East Bannister Rd.
Kansas City, MO 64131-3011
Telephone: 816-926-6272
E-mail: archives@kansas city.nara.gov

Central Plains Region (Lee's Summit)

200 Space Center Dr.
Lee's Summit, MO 64064-1182
Telephone: 816-478-7079
E-mail: center@kccave.nara.gov

Great Lakes Region

3150 Springboro Rd.
Dayton, OH 45439-1883
Telephone: 937-225-2852
E-mail: center@dayton.nara.gov

Mid-Atlantic Region (Center City Philadelphia)

900 Market St.
Philadelphia, PA 19107-4292
Telephone: 215-597-3000
E-mail: archives@philarch.nara.gov

Mid Atlantic Region (Northeast Philadelphia)

14700 Townsend Rd.
Philadelphia, PA 19154-1096
Telephone: 215-671-9027
E-mail: center@philfrc.nara.gov

Southwest Region

501 West Felix St., Building 1
Fort Worth, TX 76115-3405

Send correspondence to:
P.O. Box 6216
Fort Worth, TX 76115-0216
Telephone: 817-334-5525
E-mail: archives@ftworth.nara.gov

Pacific Alaska Region (Seattle)

6125 Sand Point Way, NE
Seattle, WA 98115-7999
Telephone: 206-526-6501
E-mail: archives@seattle.nara.gov

The following materials are all at Archives headquarters; information about these should be directed to the appropriate unit:

Material	Record Group	Branch
Census field maps and enumeration district maps	29	Cartographic & Architectural Branch National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001 Telephone: 301-713-7040
Census schedules and administrative records	29	Old Military and Civil Records Branch (NWCTB) National Archives 700 Pennsylvania Avenue, NW Washington, DC 20408 Telephone: 202-501-5395
Indian records	75, 279	Customer Service Center (NWCC2) National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001 Telephone: 1-800-234-8861 Fax: 301-713-6169
Immigration records	36, 85	
Military records	Various	
Homestead records	49	
Ordering microfilm, catalogs, finding aids, and publications		Customer Service Center (NWCC2) National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001 Telephone: 1-800-234-8861 Fax: 301-713-6169
Ordering free publications		Customer Service Center (NWCC1) National Archives 700 Pennsylvania Avenue, NW Washington, DC 20408 Telephone: 1-800-234-8861 Fax: 301-713-6169

AGE SEARCH APPLICATION FORMS AND INFORMATION
U.S. Census Bureau
Web site: <http://www.census.gov>

Personal Census Search Unit
U.S. Census Bureau
P.O. Box 1545
Jeffersonville, IN 47131

Hours: 7:00 a.m. - 4:30 p.m.
(Eastern time)
Monday through Friday
Telephone: 812-218-3046

History Staff
U.S. Census Bureau
Room 3031, FOB 3
Washington, DC 20233

Hours: 7:30 a.m. - 4:30 p.m.
(Eastern time)
Monday through Friday
Telephone: 301-457-1167
Fax: 301-457-3005