

Pennsylvania State Archives
1681 North Sixth Street
Harrisburg, PA 17102-1106
www.pastatearchives.com
(717) 783-3281

Pennsylvania State Archives Mail Reference Order Form



State Land Records Order Form

Explanation of Fees and Services

When ordering research or copies of State land records, you have two options:

1. **If you do not know the unique document number or page number**, then you will first need to pay for a search, wherein a staff archivist will use indexes to determine the relevant numbers. The cost is a non-refundable charge of:

- \$20.00 per name or tract **per county**

The search cannot be made until payment is received. The search fee includes the cost of copying up to ten standard xerox pages (single sided). Additional copies will be provided upon submission of an appropriate order form and payment.

2. **If you already know the document number or page number** of the item(s) that you want to have copied, you can order your copies individually, as indicated below (\$5.00 each for uncertified copies, or \$20.00 each for certified). No search fee is necessary for known documents, only the copy fee. On the other side of this form, provide the applicable information such as name of purchaser, county, date(s), application number, warrant number, survey book and page number or patent book and page number. Copies will not be made until payment has been received. Copy prices for known documents are as follows:

| | Uncertified copy | Certified copy |
|--|-------------------------|-----------------------|
| Application - a request for a warrant to have a survey made | \$5.00 | \$20.00 |
| Warrant - the authority to survey a tract of land; initiates title | \$5.00 | \$20.00 |
| Survey - a sketch of the tract of land surveyed pursuant to the issuance of a warrant | \$5.00 | \$20.00 |
| Patent - the official document passing clear title to land from the Commonwealth to private ownership | \$5.00 | \$20.00 |

NOTE: The applications, warrants, and patent books are available online through FamilySearch.org. The indexes and copied survey books are available at www.pastatearchives.com.

Make check or money order payable to: **COMMONWEALTH OF PENNSYLVANIA. Do not send cash!**

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Mail to: Pennsylvania State Archives
1681 North Sixth Street
Harrisburg, PA 17102-1106
www.pastatearchives.com
 (717) 783-3281
 Email: ra-statearchives@pa.gov

Name: _____

Address: _____

Phone/Email: _____

#1 – Basic Records Search (see other side)

Records Search (one name per order form)

Name _____

Date(s) _____

County _____

\$20.00 per name searched

#2 – Copies of Specific Known Records (Please do not include payment for copies if you order a Records Search. You must provide the necessary volume and page numbers below for copy orders.)

Application

Uncertified

Certified

Application No. (if any) _____

\$5.00

\$20.00

Name of Applicant _____

Date of Application _____

Warrant

Uncertified

Certified

Warrant No. _____

\$5.00

\$20.00

Warrantee _____

County of Warrant _____

Survey

Uncertified

Certified

Volume _____ Book _____ Page _____

\$5.00

\$20.00

Patent

Uncertified

Certified

Patentee _____

Date _____

\$5.00

\$20.00

Volume _____ Book _____ Page _____

Shipping & Handling

(Do not add shipping to Record Search fee, only to copy orders)

Total of Order

\$20.00 or less
 \$20.01-\$100.00
 Over \$100.00

Fee

FREE
 \$5.00
 \$25.00

Subtotal of Copies: _____

Total Enclosed (payable to **COMMONWEALTH OF PENNSYLVANIA**): _____