

PRINT THIS FORM AND SEND IT TO:
ARCHIVES AND RECORDS CENTER
DIOCESE OF PITTSBURGH
1010 McNeilly Road
PITTSBURGH, PA 15226

Enclosed is my check for \$15.00 payable to the Diocese of Pittsburgh. Please undertake up to _____ hours of research at a rate of \$15.00 per hour in your Sacramental Records. If we do not find the information you request after searching for the amount of time authorized, we will discontinue researching and report our results to you. Allow at least 4 weeks for research. **Do not send more than \$15.00 to cover the first hour of research.** Any amount sent beyond \$15.00 will be considered a donation and will be retained by the Archives and Records Center.

SIGNATURE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP+4: _____

AREA CODE/ PHONE: _____

E-MAIL ADDRESS: _____

If you have e-mail, do you want us to send the results to you as a Word attachment to an e-mail?

_____ YES _____ NO

Our archives contain most Baptismal, Confirmation, First Communion, marriage and death records over 70 years old from parishes in the Diocese of Pittsburgh. We also have orphanage records. We can do genealogical research in records between 70 and 100 years old if we receive proof of death of the individual(s) named in the record. We can do genealogical research in records over 100 years old without proof of death. All records less than 70 years old are closed to genealogical research, except death records which are unrestricted. Records related to adoptions are further restricted by Pennsylvania state law 23 Pa.C.S. 2905. **NOTE: We do not have cemetery records.** We will need the following information:

a. REASON FOR RESEARCH:

b. RELATIONSHIP TO THIS PERSON:

c. NAME OF THE PERSON BEING RESEARCHED:

d. NAMES OF PARENTS

e. ADDRESS, IF KNOWN, OR GENERAL AREA*:

f. TYPE OF RESEARCH REQUESTED (circle all that apply):

Baptism Marriage Death First Communion Confirmation

g. NATIONALITY (e.g. IRISH, GERMAN, etc.)

h. DATE OF THE EVENT RESEARCHED (e.g. BAPTISM), EXACT OR APPROXIMATE*:

i. PARISH WHERE EVENT TOOK PLACE:

j. ANY OTHER PERTINENT INFORMATION:

* Without this information, your request will be returned to you