# Frequently Asked Questions

## Are birth and death records available at ADAH?

A few Alabama counties created birth and death registers between the mid-1880s and the 1930s. Check the County Records on Microfilm Database for records available at ADAH.

Birth and death certificates were not required by Alabama law until 1908. Those records, along with marriage records after 1936 and divorce records after 1950, can be obtained by contacting the Alabama Department of Public Health:

Alabama Department of Public Health
Alabama Vital Records
P. O. Box 5625
Montgomery, AL 36103
334-206-5418
www.adph.org/vitalrecords

ADAH is a Family Search affiliate library, a designation that allows our patrons access to copies of many death records from Alabama between **1908 and 1974.** Visit us in the Research Room to view digital copies of these records.

## Where do I find birth and death certificates after 1908?

Birth and death certificates were not required by Alabama law until 1908. Those records, along with marriage records after 1936 and divorce records after 1950, can be obtained by contacting the Alabama Department of Public Health:

Alabama Department of Public Health
Alabama Vital Records
P. O. Box 5625
Montgomery, AL 36103
334-206-5418
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ADAH is a Family Search affiliate library, a designation that allows our patrons access to copies of many death records from Alabama between **1908 and 1974.** Visit us in the Research Room to view digital copies of these records.

## Where can I find adoption records?

ADAH does not have adoption records. If adopted in Alabama, adoptees can contact the Alabama Department of Public Health for information on accessing their records:

Alabama Department of Public Health
Alabama Vital Records
P. O. Box 5625
Montgomery, AL 36103
334-206-5426
www.adph.org/vitalrecords

## Where can I find immigration and naturalization records?

There are many published sources of immigration records or passenger records, and sources are also available on Ancestry.com and other online research services.

Naturalization was a two-step process. After living in the U.S. for two years an individual filed a Declaration of Intent. Three years later, a Petition for Naturalization could be filed. Naturalization records prior to the creation of the Immigration and Naturalization Service (INS) on September 27, 1906, are found in federal, state, county, or municipal courts. ADAH has a very limited number of naturalization records filed in county probate records. Check the County Records on Microfilm Database for records available at ADAH.

For records after September 1906, contact the National Archives at www.archives.gov/genealogy/naturalization.

## Does ADAH have records for tracing my Native American heritage?

ADAH has very few original records to aid in researching Native American ancestry. For published sources on Native Americans, check our online catalog.

Another source for information on Native Americans in Alabama is the Alabama Indian Affairs Commission:

Alabama Indian Affairs Commission
771 S. McDonough Street
Montgomery, AL 36130
334-242-2831
aiac@att.net
www.aiac.alabama.gov

## Does ADAH have U.S. military discharge records (DD214s)?

Only for soldiers who enlisted in the state of Alabama. ADAH has many military discharge records (DD214) from the Selective Service Office for 1939 to May 1975. Those records are restricted to the veteran or direct next-of-kin and can be obtained by contacting the research room at 334-242-4435.

For discharge records after May 1975, contact the National Personnel Records Center:

National Personnel Records Center
9700 Page Avenue
St. Louis, MO 63132
314-801-0800
https://www.archives.gov/personnel-records-center/military-personnel

## Does ADAH have prison records?

ADAH holds a limited amount of records related to state prisons and county jails; some are available online at Ancestry.com, and some are available in our physical collections. For records available at ADAH, check our online catalog.

## Does ADAH have public school student records or academic transcripts?

No. For school and student records, contact the local county board of education. For college transcripts, contact the college attended.

## What kind of records do you have for tracing my genealogy at ADAH?

We offer free access to Ancestry.com, Fold3, Newspapers.com, and HistoryGeo. We are also a Family Search affiliate library, meaning we have access to collections you can only access at affiliate sites such as ours. Also check out our County Records on Microfilm Database to see what records we have available for the county and time period you are researching. Books for each county can include information such as cemetery indexes, state and federal census records by county, and marriage record indexes. Go to our Research Tips page for more information.

## Can I pay someone to do genealogy research for me?

Yes. We do research requests for our patrons at a cost of $15 for in-state request and $25 for out-of-state requests. Additional charges will apply for requests requiring more than 25 pages of copies. See our Research Request Form for more information.

You may also choose to hire an independent researcher who will charge an hourly fee. Some of these researchers specialize in assisting patrons with tracing their ancestry for entry into groups such as the Daughters of the American Revolution. For more information, see this list of independent researchers.

## When is the Research Room open?

We are open Tuesday through Saturday from 8:30 am to 4:30 pm. For a list of holiday closings, check out our Hours & Location page. Please note that we will not pull records for viewing after 4:00 p.m.

## What time(s) are records pulled for researchers who visit?

We pull records throughout the day as they are requested—you do not have to arrive at a specific time of day. We will only pull six boxes of records at a time. Please note that we will not pull records for viewing after 4:00 p.m.

## What items can I bring with me into the Research Room?

**Items allowed in the Research Room:**
- Pencils
- Laptops (without the case)
- 3-ring binders
- Folders, not including expandable folders
- Cell phones (on silent only; all calls must be taken outside of the Research Room)
- Sweaters and light jackets
- Digital cameras
- Flash drives

Please note that viewing original records will require further restrictions. These precautions are to protect our records.

**Items allowed in the <u>restricted area</u> of the Research Room:**
- Note cards
- Loose-leaf paper
- Laptops (without the case)
- Pencils
- Cell phone (on silent)
- Digital camera (**with permission only**; be sure to tell staff which collections you want images of, and **<u>do not</u> use flash**)

## What items are NOT allowed in the Research Room?

- Food and drinks
- Ink pens
- Briefcases
- Book or tote bags
- Backpacks
- Laptop bags
- Purses
- Expandable folders
- Overcoats and raincoats
- Umbrellas

**What items are allowed in the restricted area of the Research Room, where original records are viewed?**

- Note cards
- Loose-leaf paper
- Laptops (without the case)
- Pencils
- Cell phone (on silent)
- Digital camera (**with permission only**; be sure to tell staff which collections you want images of, and **do not use flash**)

**Where can I park when I visit ADAH?**

Limited free parking is available in the parking lot across from the Adams Avenue entrance to the Archives, designated as "Reserved Parking for Alabama Department of Archives and History." Enter the parking lot from Adams Avenue or Alabama Street. There are disabled parking spaces in the parking lot and on the street on Adams Avenue. Please note that the city's disabled parking spaces outside the parking lot have a 2-hour time limit. See our Hours & Location page for more information.

**Can I get copies of the records I find? How much will copies cost?**

A self-service photocopy machine is available in the Research Room. Copies are $0.10 per page.

Public access computers are available in the Research Room. Copies made from computers are $0.10 per page.

Self-service microfilm printers and digital microfilm scanners are available in the Research Room. Copies are $0.25 per page.

Original documents must be photocopied by staff. Copies are $0.25 per page. Some items cannot be copied due to size or condition of the record. Reference staff will determine if records can be copied.

Flash drives are available for purchase in the Research Room for $8 each.

**What payment methods are accepted for copies and other services?**

Cash, checks and money orders are accepted. Checks and money orders should be payable to **ADAH**. Please include a driver's license number on personal checks. (A fee of $30 may be assessed for returned checks.)

Visa, MasterCard, and American Express are also accepted.

**Is the Research Room and Archives facility wheelchair accessible?**

Our facility is wheelchair accessible. This includes the Research Room locker area, microfilm readers, and tables.

**What are some records I can only find at ADAH?**

We have a limited number of family bibles, church records, and paper family collections at ADAH. Our newspapers collection also includes rare titles that may not be easily found elsewhere. To see what we have, visit our online catalog. Other items only available at ADAH include state government records such as Alabama governors' files. As the repository for state agencies, we hold records for many state government departments.

**Where can I find digital records on your website?**

Check out our digital collections and electronic records collections for archival material available for research online.

**Can I order a high-resolution scan of a record?**

In most cases, yes. Please visit our Digitization & Reproduction Orders page for more information.

**Does ADAH have burial or cemetery records?**

ADAH does not have burial records. We recommend that you contact the cemetery directly for more information about interments on their property. We have a small number of cemetery inventories in our book collection. These are usually compiled by a private individual who walked the cemetery and recorded the graves they found. If a grave is unmarked, it will generally not be included in the inventory. For more information about historic Alabama cemeteries, you may wish to visit the Alabama Historical Commission's Historic Cemetery Register or the Alabama Cemetery Preservation Alliance.

**Can ADAH provide an individual's driving record or driver licensing information?**

No. These records are held by the Alabama Law Enforcement Agency. You can visit their website at https://www.alea.gov/dps/driver-license/driver-records-crash-reports-and-driver-license-reinstatements.

**Does ADAH have records relating to registration or titling of vehicles?**

No. Check with the county office where the registration was filed first. If not available through the county probate office, the Alabama Department of Revenue oversees the process statewide and may be able to assist you: https://revenue.alabama.gov/motor-vehicle/request-motor-vehicle-records/.

**Can ADAH furnish an arrest record?**

No, arrest records are held by the arresting agency at the municipal or county level.