

Step 1: Click the blue box on KDLA request page that says "CLICK HERE TO ORDER RECORDS"

Visiting the Archives

Resources for Researchers

Archives

Requesting Records from the

Requesting Records from the Archives

Submit your request for records from the collections of the Kentucky Department for Libraries and Archives (KDLA) online using this



- If you experience any issues with the form consult these instructions for clarification: <u>Online Ordering Instructions</u>
- Consult our Records Inventory for the availability of KDLA records when considering placing an order with us: <u>County Records Inventory</u>
- Refer to our Research Guides to learn more about KDLA holdings of specific record types or subjects: <u>Research Guides</u>

Records Request Forms

If you prefer to not use a credit card for the research fee, you can fill out one of the request forms below and mail it, along with a check, to:

Archives Research Room

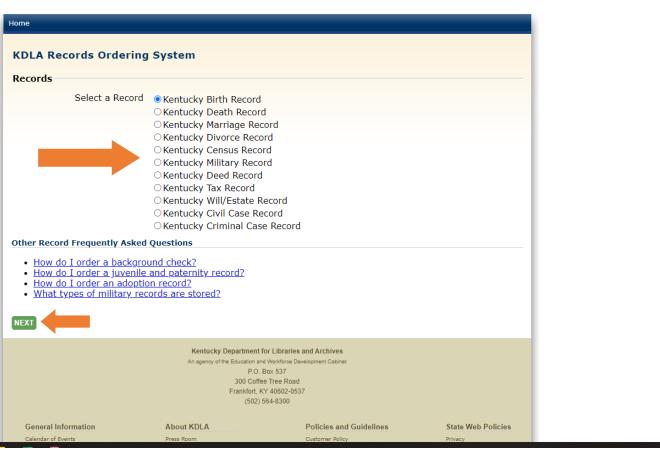
Kentucky.gov KY Agencies KY Services

Step 2: Choose type of record you want to request, then click NEXT

If requesting a record not on this list, select Civil Case Record, then click NEXT



Kentucky Department for Libraries and Archives





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Step 3: Read pricing and delivery policy, then click NEXT

KDLA Records Ordering System

Kentucky Birth Records are only available for certain counties and cities for specific dates.

Kentucky Birth Records Pricing

In State Kentucky Fee \$10.00 Out of State Fee \$15.00 Processing Fee \$1.50

Delivery

Your completed request will be submitted to the KDLA Office, generally within 24 hours.

NOTE: The estimated shipping dates do not start until the Kentucky Department for Libraries and Archives has processed the order. The average processing time for regular mail orders is 4 to 6 weeks when sent by regular US mail. Kentucky.gov does not guarantee a delivery date for your order.

Additional copy charges (25¢ per photocopy and 50¢ per microfilm copy), as well as postage charges, will be applied to requests that require the reproduction of extensive records consisting of more than 20 photocopies and/or 10 microfilm copies.







Kentucky Department for Libraries and Archives

An agency of the Education and Workforce Development Cabinet
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537
(502) 564-8300

General Information

Calendar of Events Hours of Operation Service / Staff Directories Group Tour Applications Contact KDLA Site Map

About KDLA

Press Room Strategic Plan Organizational Information Publications Councils / Boards

Policies and Guidelines

Customer Policy
Circulation Policy
Research Room Policies
Meeting Room Policy
KDLA Privacy Policy

State Web Policies

Security
Disclaimer
Accessibility



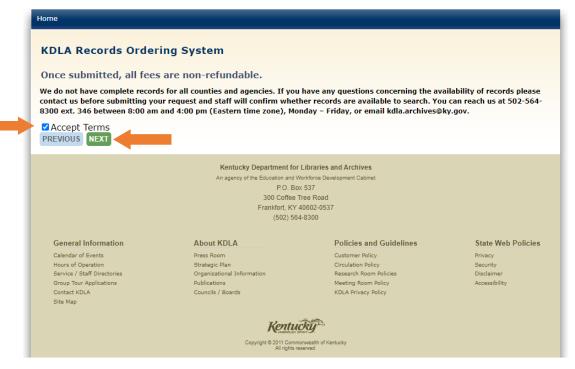
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Kentucky Department for Libraries and Archives

Step 4: Check box to Accept Terms, then click NEXT



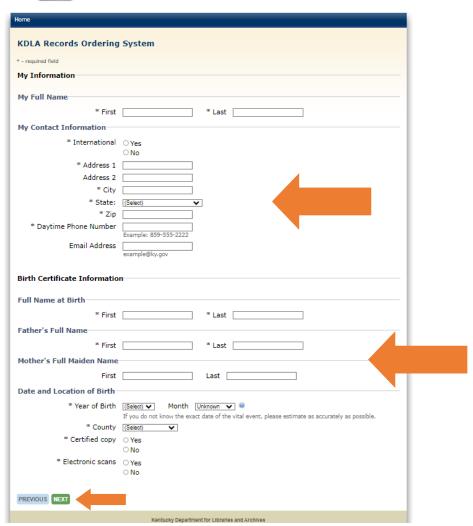
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Step 5 (for records we have a form for): Fill out personal information and record information, then click NEXT

Please note: Electronic scans cannot be certified

If requesting a record we don't have a form for, skip this step and proceed to step 5A

Kentucky Department for Libraries and Archives

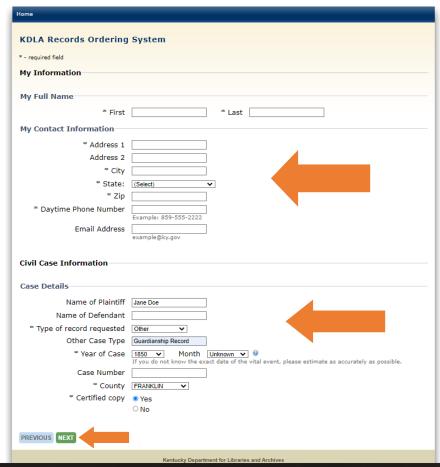


Step 5A (for records we don't have a form for): Make sure you have selected "Civil Case Record" from step 2. Fill out personal information. Then, for case information, make sure to include the name of the person, the approximate year, the county*, and the type of record. You may use any of the unused text boxes to indicate the type of record (please note there is a character limit for the boxes). Then click NEXT

*For Court of Appeals/
Supreme Court cases, please select the originating county.
For all other records, choose the most likely county for the record.



Kentucky Department for Libraries and Archives

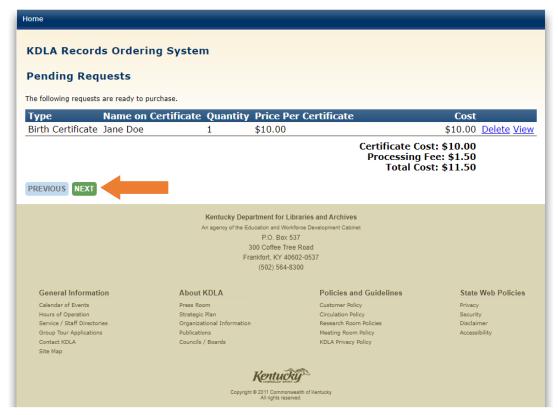


KY Agencies KY Services



Kentucky Department for Libraries and Archives

Step 6: Confirm record request, then click NEXT



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Meritaenty Department for Elbranes and Archives **KDLA Records Ordering System Step 7: Confirm shipping** * - required field information, then click PAY **Shipping Information** **If unable to proceed, be * Address Type • United States Domestic sure that you have confirmed OUnited States Military ○ International the email address** * Shipping Method US Postal Service Regular Mail V Cost: \$0.00 * First John Middle * Last | Smith * Address Line 1 100 Main St Address Line 2 * City Frankfort * State Kentucky * Zip/Postal Code 40601 * Email Address email@gmail.com * Confirm Email Address * Delivery Phone Number 123-456-7890 Example: 859-555-2222 PREVIOUS PAY Kentucky Department for Libraries and Archives An agency of the Education and Workforce Development Cabinet P.O. Box 537 300 Coffee Tree Road Frankfort, KY 40602-0537 (502) 564-8300

