

# MISCELLANEOUS RECORDS REQUEST FORM

Tennessee State Library & Archives

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Nashville, TN 37219

sos.tn.gov/tsla | [ask@tsla.libanswers.com](mailto:ask@tsla.libanswers.com) | 615-741-2764

Name (print): \_\_\_\_\_

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## FOR OFFICE USE ONLY

Log-in date: \_\_\_\_\_

Database No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Logout Date: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Processor's initials: \_\_\_\_\_

Date Emailed: \_\_\_\_\_

## DELIVERY INSTRUCTIONS: How would you like to receive your record? (choose one)

By postal mail as a paper copy: ☐

OR

By email as a digital file: ☐

*Scans are sent from [ask@tsla.libanswers.com](mailto:ask@tsla.libanswers.com)*

## CERTIFIED DOCUMENTS: Do you need this document certified for official business?

(Only paper copies can be certified.)

*Yes, please certify this document for an additional \$5.00 fee:* ☐

**PAYMENT TYPE:** Check: ☐ Money order: ☐ Credit Card: ☐

*Fees are non-refundable.*

*Make checks or money orders payable to Tennessee State Library & Archives.*

Credit Card Information: VISA: ☐ MasterCard: ☐ Discover: ☐ AMEX: ☐

Name on card (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ PIN: \_\_\_\_\_

☐ **LAND GRANTS** **[\$10 Non-TN Resident]** **[\$5 TN Resident]**

Tennessee grants; name, county, book, page, grant number and district are required:

Name: \_\_\_\_\_ County: \_\_\_\_\_ Book: \_\_\_\_\_

Page: \_\_\_\_\_ Grant Number: \_\_\_\_\_ District: \_\_\_\_\_



☐ **COURT MINUTES** [\$10 Non-TN Resident] [\$5 TN Resident]

County Court / Circuit Court / Chancery Court

County Court records deal with estates, guardianships and routine county business. Circuit Court records include criminal cases, some divorces, debt cases and offenses against the public. Chancery Court records include estate and property disputes and some divorces. Records available for each county and year vary greatly; we can search an index for ONE court in ONE county if you supply the name, county, type of case and a **five-year range**.

Name: \_\_\_\_\_ Five-year range: \_\_\_\_\_

County (required): \_\_\_\_\_ Court (required): \_\_\_\_\_

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☐ **WILLS/PROBATE RECORDS** [\$10 Non-TN Resident] [\$5 TN Resident]

We can search a **five-year range** if you provide the name and county. **Contact the local probate office for recent wills.**

Name: \_\_\_\_\_ County: \_\_\_\_\_ Five-year range: \_\_\_\_\_

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☐ **DEEDS** [\$10 Non-TN Resident] [\$5 TN Resident]

Availability varies by county and year; we can search indexed deeds only if you provide the name, county, and a five-year range. **Contact the local Register of Deeds for recent deeds.**

Name: \_\_\_\_\_

Date (or five-year range): \_\_\_\_\_ County (required): \_\_\_\_\_

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☐ **NEWSPAPERS** [\$10 Non-TN Resident] [\$5 TN Resident]

Coverage varies by location and year; newspapers are not indexed. We can search for an article (e.g., an obituary) if you provide the name and/or subject, the exact date of the event, and the city or county in which it occurred. Email [ask@tsla.libanswers](mailto:ask@tsla.libanswers) to inquire about availability of specific newspapers.

Name: \_\_\_\_\_ City or County: \_\_\_\_\_

Date (Month/Day/Year): \_\_\_\_\_ Subject (e.g., obituary): \_\_\_\_\_

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☐ **CIVIL WAR (1861-1865) SERVICE RECORDS & PENSION APPLICATIONS (TENNESSEE ONLY)** [\$10 Non-TN Resident] [\$5 TN Resident]

*Please note: fee is charged per service record or pension application*

Compiled service records of Confederate or Union soldier who served in a military regiment formed in Tennessee.

Specify name and regiment.

Name: \_\_\_\_\_ Regiment: \_\_\_\_\_ Circle one: Confederate / Union

Confederate soldier's or widow's pension application. Specify name and pension application number.

Name: \_\_\_\_\_ Pension Application No: \_\_\_\_\_

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☐ **OTHER** [\$10 Non-TN Resident] [\$5 TN Resident]

Please consult with a librarian or archivist ([ask@tsla.libanswers](mailto:ask@tsla.libanswers)) before requesting scans or photocopies of records not described above.

