

# REQUEST FORM FOR NATURALIZATION RECORDS SEARCH--SIDE 1

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION--GREAT LAKES REGION  
7358 SOUTH PULASKI ROAD; CHICAGO, IL 60629; 773-581-7816

## IMPORTANT INFORMATION--PLEASE READ BEFORE COMPLETING SIDE 2.

What We Have: We can assist you only with records in our Chicago office's legal custody. Our naturalization records consist of files of documents submitted for persons naturalized in certain Federal (i.e. U.S. Government, not local or county) courts in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin during certain years that vary from court to court. An individual file is usually comprised of at least a Petition for Naturalization (Final Paper) and sometimes a Declaration of Intention (First Paper) and/or a Certificate of Arrival. Files do not include the naturalization certificate presented by the court to the newly naturalized citizen.

What We Must Know to Assist You: There is no comprehensive national naturalization index, and there is no comprehensive index for all naturalization records in our custody. Naturalization records are not arranged in one master alphabetical, chronological, or numerical series. Naturalization records are arranged in numerous series by name of court and thereunder by petition number. To conduct an effective search of potentially relevant records, we must be given the information requested on Side 2. To relate a particular naturalization to the appropriate body of court records, it is necessary to know the individual's (1) exact or approximate naturalization date and (2) place of residence (at least the city or town) when naturalized and/or the name of the court that conducted the naturalization.

Federal Court Records Not In Our Legal Custody: Certain Federal courts in the six states of our region have not transferred any or all of their naturalization records or indexes to the National Archives. For possible assistance in such cases, contact the Clerk of the Court of the appropriate Federal court. For records of Federal courts outside our region, either contact the appropriate Clerk of the Court or the appropriate National Archives regional facility.

Non-Federal Court Naturalizations: The vast majority of 18th and 19th century naturalizations and many 20th century naturalizations were conducted by the local or county court nearest the home of the person naturalized, not in an often distant Federal court. Records of non-Federal courts are not in the National Archives. For possible assistance with non-Federal court records, contact the Clerk of the Court for the county in which the naturalized individual resided or the appropriate state archives to which counties in the state transfer their old records.

Pre-September 27, 1906 Naturalizations: Little information of biographical or genealogical value appears on most naturalization records dating before September 27, 1906. On that date, new regulations first required standardized, more detailed Federal naturalization forms to be used by all Federal and non-Federal courts.

Women and Children: Before September 27, 1906, wives and children were usually not named on the naturalization records of their husbands/fathers, although they received derivative U.S. citizenship through them. Unmarried adult women were seldom individually naturalized until the law of September 22, 1922 that first required all women to file separately for naturalization. It therefore is uncommon to locate separate records for women before that date.

For Further Information: Refer to printed materials--such as *Guide to Genealogical Research in the National Archives* (Washington, DC: National Archives Trust Fund Board, 1985)--available in many public and college libraries. You may wish to contact the U.S. Immigration and Naturalization Service (INS), 425 I Street NW., Washington, DC 20536, telephone 202-514-4316, which has duplicate records of naturalizations that occurred after September 26, 1906. That office and local INS offices can provide information about current laws and procedures. For addresses, refer to telephone directories or consult a public or college library reference librarian.

# REQUEST FORM FOR NATURALIZATION RECORDS SEARCH--SIDE 2

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## INSTRUCTIONS--PLEASE READ CAREFULLY

1. Before completing this form, read the other side (Side 1) for important information.
2. Use a separate form for each person of interest to you. Up to 4 forms may be submitted by one researcher per day. If over 4 forms are submitted in one day, only 4 will be processed, and the others will be returned to you.
3. PRINT CLEARLY OR TYPE (DO NOT WRITE) as much information as possible in Sections 1-12 below. Our ability to assist you depends on the legibility and completeness of the information you provide.
4. Specify "unknown" or "approximately" as appropriate. However, information in at least Sections 1-5 and 9-10 must be provided for us to be able to attempt to assist you.
5. Mail or bring the form to the above address. Using the information you provide, we will examine potentially relevant records in our custody and write to you about their availability and how to order copies. Whenever possible, our response will be mailed to you within ten business days of our receipt of your form.

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1. DATE OF YOUR REQUEST: \_\_\_\_\_

2. YOUR NAME: \_\_\_\_\_

3. YOUR MAILING ADDRESS: \_\_\_\_\_  
(include Zipcode)

4. YOUR DAYTIME TELEPHONE NUMBER (include Area Code): \_\_\_\_\_

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5. NAME OF PERSON NATURALIZED (with possible spelling variations):

\_\_\_\_\_ (Last Name)

\_\_\_\_\_ (First and Middle names)

6. COUNTRY OF ORIGIN: \_\_\_\_\_

7. DATE OF BIRTH: \_\_\_\_\_ 8. DATE OF U.S. ARRIVAL: \_\_\_\_\_

9. DATE OF NATURALIZATION: \_\_\_\_\_

10. RESIDENCE WHEN NATURALIZED (at least city/town, county, and state, and, if known, street address):

11. COURT THAT CONDUCTED THE NATURALIZATION (court name, city, county, and state):

12. NATURALIZATION PETITION NUMBER: \_\_\_\_\_