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Instructions

- You are encouraged to check with a local library or archive to obtain the needed information or copies before using this service.
- Additional forms can be downloaded from the Internet at www.familysearch.org, obtained at your family history center, or requested by mail. For prices of copies, see "Payment Information," below.
- Please limit each request to **eight items** or **three book items** (each volume is considered a separate item), and submit requests at least **two weeks apart**. Requests are processed in the order they are received. Allow 4 to 6 weeks for delivery.
- You may request copies from the index of a record. After you receive the index, you may send a second form requesting the specific pages you need.
- Please use the back of this form to provide all information necessary to identify the record to be copied. If any information is missing or illegible, your order may be returned incomplete. Research services are not provided.
- The Family and Church History Department may need to limit the number of copies or decline some requests because of copyright or other restrictions. It is our policy that without permission from the copyright holder, we can copy only 10% or 10 pages (whichever is less).

- If you have any questions about completing this form, ask a staff member at the family history center or contact Family History Support:
 By e-mail: help@productsupport.familysearch.org
 By telephone: 801-240-3511
 800-346-6044, extension 2-3511
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Census Records on Microfilm Enumeration districts for British census records are listed at the beginning of each district on the film.

Family History Library microfilm number	Year	State or province	County	Town, parish, village, or ward number	Enum. district	Line	Sheet or page	Name of individual
Example 1,240,503	1900	Kansas	Wilson	Neodesha	171	7	14	Mikesell, David

General Microfilm or Microfiche For copies from an International Genealogical Index source, use the form Request for Photocopies—International Genealogical Index and Sources (31831).

Family History Library microfilm or microfiche number	Item number	Name of individual	Title of record and name of parents, spouse, grantor, grantee, and so on	Event type: B=birth M=marriage D=death	Complete event date (if applicable)	Complete event place (if applicable)	Parish and volume number	Registration or page number
Example 101,161	6	John Brennan	Ireland Civil Registration of Births, Thomas Brennan/Mary	B	24 Jan 1868	Cork, Cork, Ireland	P256	R15

U.S. Census Indexes on Microfiche (Known as AIS.)

AIS search number (from top right-hand side of fiche)	Microfiche number (directly below AIS number)	Search locality and time period (from top center of fiche)	Grid numbers	Surname
Example AIS 7	11	Midwestern and Western States 1850–1906	C12, D12, E12, F12, G12	Balch

Books

Family History Library book number	Title	Author	Name of individual or family	Page numbers
Example 994 H23w	Women in Australia	Daniels, Kay	Smith	pg. 6 and Index