

Request for Genealogical Information from Crown Hill Cemetery

Please complete the next page as fully as possible. Return your request by mail, in person, or by fax.

Mail and In Person:

Crown Hill Cemetery
700 West 38th Street
Indianapolis, IN 46208

Phone: (317) 925-3800 — **Fax:** (317) 925-8240

Print Additional Forms at: www.crownhill.org

Mailed requests may be paid by check or credit card. Faxed requests must be paid by credit card.
Make checks payable to **Crown Hill Cemetery**.

Questions?

Send emails to genealogy@crownhill.org or call our Genealogist at (317) 925-3800.

(Please note that our Genealogist works one day a week.)

Patron Information, Research Fees, and Digital Photography

Date of Request: _____

Name: _____ Daytime Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Research Fees: Crown Hill charges **\$5.00 per name** for information requested with a limitation of 30 minutes search time per name, which is adequate for almost all searches. If additional time is needed, you can choose to be charged (credit card requests only) at the rate of \$7.50 for each additional 15 minutes required to complete the search. All searches are made of Crown Hill records only and do not include such sources as obituaries or death certificates. (See the back page for information on obtaining these.) All genealogy requests are answered by *mail only*. They are completed in the order in which they are received and will be mailed back to you within four-to-six weeks or less.

Digital Photography: If you would like a color digital photograph of a family lot, family monument, or headstone (provided there is one), there is a \$10.00 charge for the first photo on a lot. Additional photos taken on the **same lot** are \$2.00 each. Please specify **exactly** what you would like a photograph of and the quantity **on a separate sheet of paper**. These print quality photos will be **emailed** to you. A simple black and white copy (on copy paper) is also available upon request. A CD of your color photos is also available for an additional \$5.00 and you can print color images off of it.

Please check the appropriate statement(s) below:

- I am enclosing \$5.00 for a **30-minute genealogical search**.
- I am enclosing \$5.00 and request that you charge me (credit card requests only) for any additional time needed to complete the search at the rate of \$7.50 for each additional 15 minutes required.
- I am enclosing \$_____ for _____ **color digital photograph(s)**. (See rates above.)
- I am enclosing \$_____ for _____ **CD of my digital photograph(s)**. (CDs are \$5.00 each.)

Method of payment: Check Money Order Cash (When payment is made in person only.)

***Credit Card:** Visa MasterCard Discover American Express

Card #: _____ Expiration Date: _____ **3-digit Security Code _____

Cardholder's Signature _____

***Credit Card Payments:** your credit card billing address must match the address you listed above.

****Security Code:** the **last 3** numbers printed on the back of your credit card. Your order **cannot** be completed without this number.

We will attempt to provide answers to all of the questions on the next page of this form. Due to periods of incomplete data (information not provided to the cemetery by family members during previous decades), not all data desired is available. Therefore, your request may have all of the information sought, some of it, or in some instances, no information at all. No refund will be issued unless the person you are seeking information on is *not buried* in Crown Hill. (We are sometimes asked why we charge a fee if no information can be provided. Our staff spends considerable time, and usually more time, searching all our record sources looking for any information we can provide.)

NOTE: As a general rule, we **cannot** provide the names of parents, children or other relatives because family relationships have not been recorded in our records. If a person is buried on a family lot, we can tell you who is buried on the lot with them.

Information Provided by Person Making Request

Please fill in as much information as possible:

Name of deceased: _____
(please include spelling variations, if any)

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Miscellaneous information: _____

Name of deceased: _____
(please include spelling variations, if any)

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Miscellaneous information: _____

Name of deceased: _____
(please include spelling variations, if any)

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Miscellaneous information: _____

Name of deceased: _____
(please include spelling variations, if any)

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Miscellaneous information: _____

Name of deceased: _____
(please include spelling variations, if any)

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Miscellaneous information: _____

Information Located from Crown Hill Records

(Office use only)

Interment (Burial/Entombment/Scattering) Information

Name: _____

Date of Interment: _____

Lot: _____ Section: _____ Grave #: _____

Single Interment* - Grave #: _____ Section: _____

Mausoleum (cyrpt/niche) information: _____

Birth Information:

Date of Birth: _____ Not in records

Place of Birth: _____ Not in records

Death Information:

Date of Death: _____ Age: _____ Not in records

Place of Death: _____ Not in records

Cause of Death: _____ Not in records

(Our records do not contain cause of death information after 4/30/1917.)

Miscellaneous Information:

This grave has a headstone (marker): Yes No Not applicable

The family lot** has a monument: Yes No Not applicable

Funeral Home/Director: _____ Not in records

Other: _____

Research completed by: _____ Date: _____

***Single Interment Sections or Lots** are comprised of **single grave spaces**. There is usually no family buried by them, and more often than not, birth and death records were not kept on the **early** single interments. These graves may be marked with a headstone, but many are not. It is not uncommon with the early single interments to find some that were later moved to a family lot.

****Family Lots** are comprised of at least two, and sometimes many, grave spaces grouped together. Family members are buried together on these lots and frequently they have a family monument and individual headstones marking each grave on the lot.

◆ DEATH CERTIFICATES ◆

Indiana State Department of Health

The **Indiana State Department of Health** provides certified copies of death certificates for **ALL Indiana counties** starting in 1900. They are also available from the local health department in the county where the death occurred. Proper identification is required. Orders can be placed **in person** 9:00 a.m.-2:00 p.m. Monday-Friday, or by **mail, phone or internet**.

To request in person: Vital Records office, 6 West Washington Street, Indianapolis, Indiana 46204

By mail: Vital Statistics, Indiana State Department of Health, PO Box 7125, Indianapolis, IN 46206-7125

By phone: (866) 601-0891; FAX: (866) 559-9631

By internet: www.vitalchek.com

Information Needed: Full name of the deceased, month/day/year of death or approximate age, place of death (county/city/hospital), your relationship to the deceased, as well as any additional information you can provide, such as the deceased's father's name, mother's maiden name, Social Security number, name of spouse, etc. The reason for requesting the certificate and the number of copies is also needed.

Cost: Death certificates are \$8.00 each. Additional copies of the same certificate are \$4.00 each. Written requests can be paid by personal check or money order. Phone and fax requests require a credit card. You must also provide a copy of identification with your signature on it.

Marion County Health Department

The **Marion County Health Department** provides death certificates for **MARION COUNTY ONLY**, starting from September 1872. They can be obtained **in person, by mail, or by internet**.

To request in person or in writing: Marion County Health Department, Hasbrook Building, 1st Floor, 3838 N. Rural St., Indianapolis, IN 46205. Phone: (317) 221-2400 (questions only - no requests). E-mail: vitalrec@hhcorp.org.

By internet: www.vitalchek.com

Cost: \$15 each.

◆ OBITUARIES ◆

You can contact either the **Central Public Library** for obituaries from Indianapolis newspapers **ONLY**, or the **Indiana State Library** for obituaries from newspapers of major Indiana cities including Indianapolis. You may request obituaries **in person, by mail, or by internet**.

Central Public Library (Indianapolis-Marion County Public Library)

To request in person: **Central Public Library**, Microfilm Division, One Library Square, 40 E. St. Clair St., Indianapolis, IN 46204. **Phone:** (317) 275-4100 (questions only - no requests).

By mail: IMCPL, Obituary Requests, Central Library Services, P.O. Box 211, Indianapolis, IN 46206.

By internet: www.imcpl.org/resources/guides/family/obituaryaid.html.

Information needed: Full name of deceased and exact date of death or burial; your name and address.

Cost: \$1.00 for Marion County residents and \$7.25 for non-residents per name. Mail request with check or money order.

Indiana State Library

To request in person or in writing: **Indiana State Library**, Newspaper Division, 140 North Senate Ave., Indianapolis, IN 46202. Allow 4 weeks. **Phone:** (317) 232-3664 (questions only - no requests).

By internet: www.in.gov/library - Patrons are encouraged to use the "Ask a Librarian" chat or e-mail service available through the website.

Information needed: Name of deceased, date of death, place of death and/or residence at time of death. Also needed is the date of the newspaper, page and column numbers.

Cost: \$2.50 for 1-10 pages if the library staff does the photocopying. Invoice is sent along with the copies.

To conduct your own search: Patrons can go to their local public library and place a request for an inter-library loan. Up to 5 reels may be borrowed for a period of 6 weeks.

◆ BURIAL LOCATIONS FOR VETERANS ◆

Indiana State Archives

The Indiana State Archives provides burial locations in 51 counties for **veterans who died prior to 1940**. Requests are accepted **in person, in writing, or by e-mail**. Fees vary.

To request in person or in writing: **Indiana State Archives**, 6440 E. 30th Street, Indianapolis, IN 46219. **Phone:** (317) 591-5222, **Fax:** (317) 591-5324 (questions only - no requests). **Hours:** 8:00 a.m.- 4:30 p.m., Monday - Friday.

By e-mail: arc@icpr.in.gov

Website: www.in.gov/icpr/archives