

# 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  
(317) 925-8231

**Fax:** (317) 925-8240

**Print Additional Forms at:** [www.crownhill.org](http://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?**

Please email to: [genealogy@crownhill.org](mailto:genealogy@crownhill.org) or call Sharon at (317) 925-8231, Ext. 133

## 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**. We prefer to **email** all photos but a color paper copy is also available upon request. A CD of your photos is also available for an additional \$5.00.

**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 ◆

The **Indiana State Department of Health** provides certified copies death certificates for **ALL Indiana counties** starting in 1900. They are also available from the local health department in the county where the event occurred. All requests require proper identification. They can be ordered by Internet, mail, phone or in person from 10 a.m. to 2 p.m., M-F.

#### INDIANA STATE DEPARTMENT OF HEALTH

**INTERNET:** [www.vitalchek.com](http://www.vitalchek.com)

**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

**PHONE:** (866) 601-0891 ▪ **FAX:** (866) 559-9631

**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, their mother's maiden name, Social Security number, name of spouse, etc. You will need to state your reason for requesting the certificate and the number of copies 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.

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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. The cost is \$13 each.

**Contact:** Marion County Health Department, Hasbrook Building, 1st Floor, 3838 N. Rural St., Indianapolis, IN 46205. Phone: (317) 221-2400. E-mail: [vitalrec@hccorp.org](mailto:vitalrec@hccorp.org). **Internet:** [www.vitalchek.com](http://www.vitalchek.com).

### ◆ OBITUARIES ◆

To obtain an obituary, you can contact either the **Central Public Library** of Indianapolis or the **Indiana State Library**. The Central Public Library carries ONLY Indianapolis newspapers and the Indiana State Library carries newspapers from major Indiana cities, including Indianapolis.

#### Central Public Library

**To request in person or in writing:** **Central Public Library**, Microfilm Division, 4th Floor, 202 N. Alabama St., Indianapolis, IN 46204 (Temporary location due to renovation. Completion date unknown past 2006.)

**Web site:** [www.imcpl.org](http://www.imcpl.org)     **Phone:** (317) 269-1700 - *No requests taken by phone.*

**Cost:** In person - 15¢ per copy; in writing or over the Internet - \$1.00 per page.

**Information needed:** Name of deceased and exact date of death.

#### 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. *No requests taken by phone.*

**Web site:** [www.statelib.lib.in.us](http://www.statelib.lib.in.us)     **Phone:** (317) 232-3664

**Cost:** 25¢ per copy.

**Information needed:** Name of deceased, date of death, place of death and/or residence at time of death. You will also need the date of the newspaper, page and column numbers.

**To conduct your own search:** The Indiana State Library offers an inter-library loan of newspaper microfilm to libraries in all 50 states. Call or write for more information.

### ◆ BURIAL LOCATIONS FOR VETERANS ◆

The **Indiana State Archives** provides burial locations for **veterans only** buried in 51 Indiana counties (**deaths prior to 1940**). Requests are taken by phone, in person, in writing, or by e-mail. Fees vary.

**Address:** 6440 E. 30th Street, Indianapolis, IN 46219, **Phone:** (317) 591-5222, **Fax:** (317) 591-5324, and **E-mail:** [arc@icpr.in.gov](mailto:arc@icpr.in.gov). Open Monday - Friday only, 8:00 a.m.-4:30 p.m.