

POLICY FOR OBTAINING GENEALOGY RESEARCH:

DEFINITIONS:

Genealogy records are those records that are requested by persons other than the person named on the certificate. These records are being requested not for the determination of personal or property rights, but for use in genealogy research and family history records.

Item "D." under POLICY refers to an uncertified copy of a genealogy/public record.

POLICY:

- A. The vital records office allows a maximum of five (5) genealogy/public book searches per mail-in request.
- B. All requests must be in writing and identify the name, month, and year of the Event, within a five (5) year range. (Clients may walk in and research books without a given range of years).
- C. Genealogy requests will be processed between clients requesting certified copies.
- D. The cost for a genealogy/public book copy of a record is **\$10.00**.
- E. A person requesting a genealogy/public book copy of a birth will be given a copy with the following information: (IC 16-37-2-9).
 1. Name
 2. Place of Birth
 3. Sex
 4. Date of Birth
 5. Name of the Parents
 6. Birthplace of the Parents
 7. File Date
- F. A person requesting a genealogy/public book copy of a death will be issued a photocopy of the certificate on file, when available; however, some items will be redacted:
 1. Social Security Number
 2. Communicable Disease Information
 3. All Cause of Death information, exclusive of the Immediate Cause of Death.
- G. A person requesting a genealogy/public book copy of a death where the full death certificate is not available for photocopying will be issued a transcribed copy of the record on file that will include the following *when available*:
 1. Name
 2. Date of Death
 3. Birthplace
 4. Occupation
 5. Marital Status
 6. Spouse's Name
 7. Sex
 8. Age
 9. Place of Death
 10. Residence
 11. Cause of Death
 12. Date of Disposition
 13. Place of Disposition
 14. File Date
- H. All genealogy copies will be clearly marked, "THIS IS NOT A LEGAL DOCUMENT" and "COPY RELEASED UNDER IC 5-14-3-3".

GENEALOGY RESEARCH REQUEST FORM

Name at Birth _____

Date of Birth _____

Name of Father _____

Name of Mother (Maiden) _____

Name of Decedent _____

Date of Death _____

Name of Father _____

Name of Mother (Maiden) _____.

Name of Requestor _____.

Phone Number _____.

UNCERTIFIED Genealogy Copy of a Record=\$10.00.

CERTIFIED Birth Certificate Fee=\$20.00.

CERTIFIED Death Certificate Fee=\$20.00.

Payment by check or money order made out to: Rush County Health Dept., accepted by mail; cash also accepted on walk-ins.

Mailing Address: Rush County Health Dept.
Room 105 Courthouse
Rushville, Indiana 46173