

Request for Photocopies—International Genealogical Index and Sources

Mail your order to: PHOTODUPLICATION UNIT
FAMILY AND CHURCH HISTORY DEPARTMENT
50 E NORTH TEMPLE ST RM 599
SALT LAKE CITY UT 84150-3400

For Patron Use Complete address information is needed to process and return your order. Please type or print clearly.	For Family and Church History Department Staff Use Only
Patron's name and address (include country if <i>not</i> U.S.)	Family and Church History Department mail services stamp
Patron's e-mail address	Patron's telephone with area code

For Family History Center Staff Use Only Do not collect money. The patron should mail this request with payment.	
Family history center name	Family history center number

Instructions

- You are encouraged to search the International Genealogical Index (IGI) at www.familysearch.org or visit your local family history center before using this service.
- Additional forms can be downloaded from the Web site, 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**, and submit requests at least **two weeks apart**. Requests are processed in the order they are received. Allow 4 to 6 weeks for delivery.
- 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). Sources with batch numbers that start with H, L, M17, M18, T000011 to T000137, T90, T9991, 694, and 696 cannot be photocopied.

- 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
(Toll free in the U.S. and Canada)
By fax: 801-240-1584
By mail: send to the address above

Payment Information <input type="checkbox"/> Check <input type="checkbox"/> Money order <input type="checkbox"/> Credit card (fill out below)	
Copies provided through this service cost U.S.\$2.00 each with a U.S.\$4.00 minimum charge per order. Costs include postage and handling. (Examples: 1 copy costs the minimum \$4.00 charge; 2 copies cost \$4.00; 3 copies cost \$6.00; 8 copies cost \$16.00.) Please send your check or money order (payable to the Family and Church History Department) with this form. Visa and MasterCard orders may be faxed to 801-240-1584.	
Type of credit card	Expiration date
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	
Credit card number	
Authorized signature	Date

NOTICE CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

For Family and Church History Department Staff Use Only								
Order ID	Initials	Copies	Initials	Copies	Initials	Copies	Initials	Copies

