

NATIONAL ARCHIVES (NARA) ORDER FOR COPIES OF LAND ENTRY FILES

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Order reproduction service using this form is available **ONLY** from *Archival Operations Washington D.C., Form 84 – Land, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.*

IMPORTANT INFORMATION ABOUT YOUR ORDER: You may use this form to order copies of land entry files (such as credit, cash, homestead, and mineral) or surrendered military bounty land warrants files (Acts of 1788, 1812, 1847, 1850, 1852, 1855). **You may request only one land entry file per form.** The National Archives has custody of the land entry files for all Federal public domain states. There are Federal land records for all states **except** the thirteen original states, VT, KY, TN, ME, WV, TX, and HI. Some of the original colonies and eastern states also sold land and awarded military bounty land warrants on their own. Researchers interested in such records should contact the appropriate state archives or historical society. **Please note:** Federal land records document only the **FIRST** transfer of title to land, from the United States to another party. Records of later transfers should be found in county land records. The success of our search depends on the completeness and accuracy of the information you provide in blocks 1-13 on this form. NARA has custody of more than ten million individual land entry files. Depending on the time period and state for the land entry file you request, we may need different information from you to find it.

INSTRUCTIONS FOR COMPLETING THIS FORM: Use a separate NATF Form 84 for each file that you request. You must complete blocks 1 – 5 or we cannot search for the file. Print your name (last, first, MI) and address in the box provided at the bottom of the form. This serves as your mailing label. **We destroy requests without return addresses.** Please enter the Card Validation Code, found on your card, in the space provided on the form (three or four digits) We will make reproductions of records that relate to your request. We accept Master Card, VISA, American Express, and Discover credit cards. Do NOT send cash or check. Forms with incomplete credit card information will be destroyed. **Make a copy of the completed form for your records.** Mail it to: *Archival Operations Washington D.C., Form 84 – Land, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001.* Please allow up to 90 days for processing your order. If you provide your email address, we will send you an email with your order number. You can track the status of your order at our website, eservices.archives.gov/orderonline. Do not use this form to request certified copies of records. To request certified copies contact us at www.archives.gov/contact or write to the above address.

RETURN POLICY: Due to various factors, it is occasionally difficult for NARA to make a legible reproduction. NARA will notify customers and ask for approval to proceed if we anticipate a reproduction of questionable legibility. As a result, NARA does not provide refunds except in special cases. If a customer requests a refund, we review the order to determine if we properly notified the customer of the questionable nature of the original and if the product is a true representation of the original. If the product is a true representation of the original, we will not issue a refund. If you feel we processed your order incorrectly or it contains errors, please contact us within 30 days of your delivery date to have your issue verified. Once we verify the issue, we will correct the error and resend the documents. If we cannot correct the error, you will receive a refund.

ELECTRONIC TRANSFER: Electronic transfer allows you to download your files from a site, as opposed to having them mailed to you. You will be sent a link for the download. Click the link and download the file to a location of your choosing. Download speeds will vary based upon file size and your internet connection. A valid email address is necessary for electronic transfer. Total file transfers can be up to 5 GB. However, files of that size are typically separated into multiple, smaller files. Files will be available for 30 days from date of upload; downloads of the files should take place within that period. To ensure electronic receipt of your order, please add electronic.delivery@nara.gov to your trusted senders list. In some cases, certain email applications will move your reproduction orders to your spam box. Please monitor your spam box while awaiting your order.

INFORMATION REQUIRED FOR COPIES OF FEDERAL LAND ENTRY FILES

GENERAL LAND ENTRY FILES

For all **general land entry files**, regardless of year, you must supply the name of the land entryman (settler, patentee, etc.), the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Frequently, we can locate individual land entry files through name indexes. However, indexes do not exist for all states and all years. Where there is no index, we require additional information to locate the file.

Pre-1908 Land Entry Files

Pre-1908 land entry files (not bounty land warrant files) date from about 1800 and are arranged by state, land office, type of file (such as credit, cash, homestead, mineral, etc.) and land entry file number.

Name indexes available. Name indexes exist ONLY for the states of Alabama, Alaska, Arizona, Florida, Louisiana, Nevada, and Utah before 1908. For these states, we require the entryman's name, the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Any additional information you can supply is appreciated.

Western public domain states. Name indexes do NOT exist for the western public domain states of California, Colorado, the Dakotas, Idaho, Kansas, Montana, Nebraska, New Mexico, Oklahoma, Oregon, Washington, and Wyoming before 1908. In addition to the required minimum identification of the land file (*blocks 1-5*), you must provide *EITHER* the legal description of the land (*block 6*), *OR* the type of file, the name of the land office that issued the file, and the land entry file number (*blocks 7-9*). You can obtain the legal description of the land (and occasionally other information) from the county recorder of deeds where the land was located.

Eastern public domain states. Name indexes do NOT exist for the eastern public domain states of Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Mississippi, Missouri, Ohio, and Wisconsin before 1908. In addition to the required minimum identification of the land file (*blocks 1-5*), you must provide the type of file, the file number, and the name of the land office that issued the file (*blocks 7-9*). You can obtain this information from the Bureau of Land Management (BLM) by providing the BLM with the legal description of the land (numbered section, township, and range). The BLM has also computerized records of patented land entries for all public domain states except Kansas, Nebraska, and Oklahoma. The BLM General Land Office (GLO) records automation website www.glorerecords.blm.gov has the information needed to locate the land entry files at the National Archives, and it is name searchable. Contact the Bureau of Land Management, Eastern States, 7450 Boston Blvd., Springfield, VA 22153.

Name indexes available. Starting July 1, 1908, the files are arranged numerically by patent number, for all public domain states. A name index exists for ALL public domain states for post-1908 land files. For these files, we require the entryman's name, the state in which the land was located, and the approximate date of the entry (*blocks 1-5*). Any additional information you can provide is appreciated. The BLM has computerized all serial land patent files. You may search these records at www.glorerecords.blm.gov.

SURRENDERED MILITARY BOUNTY LAND WARRANT FILES

These files are arranged by the year of the Act of Congress which authorized the warrants, the warrant number, and by the number of acres granted. There are name indexes for the Revolutionary War and most of the War of 1812 warrants. There are no indexes for the warrants under the acts of 1847-1855. For those files, you must provide the year of the act, the warrant number, and the number of acres (*blocks 11-13*). You may obtain the file citation from the pension and bounty land warrant application files, by using the NATF Form 85, National Archives Order for Copies of Federal Pension or Bounty Land Warrant Applications, available by writing to *Archives Archival Operations Washington D.C., Form 84 – Land, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001* or online at www.archives.gov/contact along with electronic versions of this and other forms.

PRIVACY ACT STATEMENT

Collection of this information is authorized by sections 2108, 2116, and 2307 of Title 44 U.S. Code. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0027. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (ISP), 8601 Adelphi Road, College Park MD 20740. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED IN THE FORM INSTRUCTIONS.

NATIONAL ARCHIVES ORDER FOR COPIES OF LAND ENTRY FILES

(See Instructions page before completing this form)

If we locate the record you identify below, we will reproduce it for you. The cost for these reproductions is \$50.00.
 Provide your credit card information at the bottom of this page. Orders with incomplete credit card information will not be processed.
DO NOT SEND CASH OR CHECK. There is no charge for an unsuccessful search.

1. Reference Number: **Reference Number:** Enter the date you fill out the form (example – MMDDYY = 012319). Enter the number of the request being submitted in the last two boxes. If you are submitting four forms and this is your second, you would enter 02. A completed reference number example is: 01231902.

E	□	□	□	□	□	□	□
	<i>M</i>	<i>M</i>	<i>D</i>	<i>D</i>	<i>Y</i>	<i>Y</i>	<i># #</i>

SECTION A. INDICATE BELOW THE TYPE OF FILE TO BE SEARCHED (Check ONE box only)

2. FILE TO BE SEARCHED GENERAL LAND ENTRY FILES BOUNTY-LAND WARRANT FILES *Please refer to Instructions for descriptions of these types of land entry files.*

REQUIRED MINIMUM IDENTIFICATION OF LAND FILE - MUST BE COMPLETED OR YOUR ORDER CANNOT BE SERVICED

3. NAME OF ENTRY MAN (<i>Give last, first, and middle names</i>)	4. LAND LOCATED IN STATE OF	5. APPROXIMATE DATE OF ENTRY (<i>Exact date, if known</i>)
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PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION FOR GENERAL LAND ENTRY FILES

PRE-1908 GENERAL LAND ENTRY FILES			POST-1908 GENERAL LAND ENTRY FILES
6. LEGAL DESCRIPTION OF LAND			10. SERIAL PATENT NUMBER
SECTION NUMBER	TOWNSHIP NUMBER	RANGE NUMBER	
7. TYPE OF GENERAL LAND ENTRY (<i>Check one</i>) <i>If other, specify:</i>			
<input type="checkbox"/> CREDIT <input type="checkbox"/> CASH <input type="checkbox"/> HOMESTEAD ACT			
8. PATENT FINAL CERTIFICATE OR DOCUMENT NUMBER		9. NAME OF LAND OFFICE	

REQUIRED ADDITIONAL INFORMATION FOR BOUNTY LAND WARRANT FILES, 1847-1855

11. YEAR OF AUTHORIZING WARRANT	12. WARRANT NUMBER	13. NUMBER OF ACRES
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If available, please attach one copy of the original land patent, tract book pages, or Bureau of Land Management GLO listing for this land entry. Your completed order is available either as a paper reproduction or as .pdf. Delivery of .pdf files can be done via USPS on CD/DVD or through NARA's electronic transfer system. Check one box below for selection.*

Paper Copies CD/DVD Electronic Transfer** email address: _____

* If no selection is made, paper copies will be generated; a certified copy cannot be generated of a .pdf
 ** Download speeds will vary based upon file size and your internet connection. A valid email address is necessary for electronic transfer.

SECTION B. THIS SPACE IS FOR OUR REPLY TO YOU

We were unable to search for the file you requested above. No payment is required. Your request is returned because:

- REQUIRED MINIMUM IDENTIFICATION OF LAND FILE WAS NOT PROVIDED. Please complete blocks 2, 3 (give full name), 4, and 5 and resubmit your order. For Bounty Land Warrant files, 1847-1855, you must also provide the year of the authorizing act, the warrant number, and the acreage (blocks 11-13).
- See attached forms, leaflets, or information sheets.

SECTION C. CREDIT CARD INFORMATION AND YOUR SHIPPING ADDRESS (REQUIRED)

CREDIT CARD TYPE: _____

(see Instructions for credit cards we can accept)

Signature: _____	Exp. Date: _____	Card Validation Code (See Instructions): _____
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Day Time Phone (Required): _____ e-mail Address (Preferred): _____

Shipping Address	Last Name	First Name, MI	<input type="checkbox"/> <small>(check here if shipping address is same as billing address)</small>	Billing Address	Last Name	First Name, MI
	Street				Street	
	Street				Street	
	City	State ZIP or Postal Code			City	State ZIP or Postal Code