



Jacksonville Genealogical Society

Research Request Form

Listed below are the types of searches that JGS can do. For a fee of ten dollars (\$10.00) per hour (one hour minimum) plus copy costs, we will search the sources you annotate with a check-mark for your requested information.

Please type or print legibly:

Name to be researched: _____

Birth date: _____ Place: _____

Death date: _____ Place: _____

Marriage date: _____ Place: _____

Spouse: _____

I want to know _____

I hereby request the sources annotated below with a check-mark be researched for a total of _____ hour(s) maximum.

Name: _____

Address: _____

City: _____ State _____ Zip Code _____

Daytime Phone: (_____) _____ E-mail Address: _____

Signature _____ Date _____

Vital Records – Birth, Marriage, and Death Certificates *Bureau of Vital Statistics (BVS), 1217 N Pearl St, Jacksonville, FL 32202*

____ 1. Florida Birth Records. Birth certificates less than 100 years old are confidential and cannot be obtained by JGS. Between 1850 and 1917, there were a limited number of births recorded. In addition to the JGS fee of \$10, BVS charges a \$9.00 search fee (includes a search of one calendar year for the Florida and one computer generated certificate printed on security paper) and a \$10 expedient fee. If the birth date is not known, they charge an additional \$2.00 per calendar year searched. If they do not find a record, they will provide a certified “No Record Found” statement. We suggest that you read the information and application form at <http://www.floridahealth.gov/certificates/certificates/birth/index.html> before ordering.

Total cost for JGS for one certificate with date known: \$29 (\$10 JGS fee + \$10 BVS expedient fee + \$9 copy fee).

____ 2. Florida Marriage Records. Marriage licenses are available from 6 June 1927 to the present. If the marriage is prior to 6 Jun 1927, you will need to contact the county Clerk of Court where the marriage license was issued. In addition to the JGS fee of \$10, BVS charges a fee of \$5.00 for one certified copy and a \$10 expedient fee. If they do not find a record, they will provide a certified “No Record Found” statement. We suggest that you read the information and application form at <http://www.floridahealth.gov/certificates/certificates/marriage/index.html> before ordering.

Total cost for JGS for one certificate with date known: \$25 (\$10 JGS fee + \$10 BVS expedient fee + \$5 copy fee)

___ 3. Florida Death Records. Between 1877 and 1917, there were a limited number of deaths recorded; from 1917 to the present are available. In addition to the JGS fee of \$10, BVS charges a fee of \$5.00 for one certified copy and a \$10 expedient fee. If they do not find a record, they will provide a certified "No Record Found" statement. NOTE: If the cause of death is required – and the death is less than 50 years ago – JGS will not be able to obtain the record; however, you may still be able to. We suggest that you read the information and application form at <http://www.floridahealth.gov/certificates/certificates/death/index.html> before ordering.

Total cost for JGS for one certificate with date known: \$25 (\$10 JGS fee + \$10 BVS expedient fee + \$5 copy fee).

Miscellaneous Indexes and Resources

Jacksonville Public Library, Genealogy Dept., 303 Laura St. N., Jacksonville, FL 32202

___ 1. Jacksonville City Directories - Condition of the Source: Good, Printed, Surname listing - They start with 1870 and go through the present. (City Directories for 1883-1885, 1888, 1890, 1894, 1938, 1945, 1952, 1957 are not available)

___ 2. Florida Times-Union (Jacksonville) Newspaper Index - Condition of the Source: Good, Printed, Indexed - Starts with 1895 and goes through the present with some missing. Some missing years in bound index set; some of the years have not been indexed; some are on index cards; and some are typed but unbound in vertical files. Some of the early newspapers have very small print over a number of columns on very scratched microfilm.

___ 3. Florida Times-Union (Jacksonville) Newspaper - Condition of the Source: Good, Microfilmed, Indexed - The newspaper starts with 29 Nov 1881 and goes through the present.

___ 4. Jacksonville Metropolis Newspaper - Condition of the Source: Good, Microfilmed - Starts with Jan 1905 and goes through Dec 1916.

___ 5. Jacksonville Journal Newspaper - Condition of the Source: Good, Microfilm - Starts with Apr 1916 and goes through Oct 1988.

___ 6. The Florida Times Union/Star Edition - Condition of the Source: Good, Microfilm - Starts with 1950 and goes through 1966.

___ 7. Federal/State Census Records for Duval Co. - Mortality schedules are not available for Florida in the Library.

___ 1830 Index	___ 1860 Census	___ 1900 Soundex
___ 1830 Census	___ 1870 Index	___ 1900 Census
___ 1840 Index	___ 1870 Census	___ 1910 Soundex
___ 1840 Census	___ 1880 Soundex	___ 1910 Census
___ 1850 Index	___ 1880 Census	___ 1920 Soundex
___ 1850 Census	___ 1885 Index State Census	___ 1920 Census
___ 1860 Index	___ 1885 State Census	___ 1935 State Census (Duval Co.)

___ 8. Marriage Records

- ___ Index to marriage records 1823-1963
- ___ Marriage record books 1823-1927
- ___ Register of Marriages 1889-1931
- ___ Marriage license applications 1915-1927
- ___ Florida Combined Marriage Index 1927-1991 (Microfiche or online resources)

___ 9. Deeds/Land/Property - This series consists of deed records from 1822 to 1923. Virtually all Duval County land records were destroyed in 3 May 1901 fire; therefore, this series includes the photostatic copies of the deed information abstracted by the Archibald Abstract Co. rather than the actual records of the Clerk for that time period. Direct and reverse deed indexes for 1901-1923 are included and provide names and descriptions of the land.

___ 10. Divorce - The Florida Combined Divorce Index (1927-1991); microfiche or online resources will be searched.

___ 11. Death Index - Shows Name, Place, Sex, Color, Vol., Number and Year. The Florida Combined Death Index (1877-1991); microfiche or online resources will be searched.

___ 12. Probate.

___ Index to/and wills and testaments 1866-1922

___ Index to/and letters of testamentary and administration 1865-1902

___ Index to/and orders, petitions, and oaths of Administration 1892-1908

___ Index to/and order books in probate 1845-1878

___ Index to/and homestead exemptions 1851-1893

___ County court minutes 1834-1866 (not indexed; without a date this research would be time consuming)

___ Index to plat books 1822-1950

___ Index to/and probate packets 1822-1960

___ Index to judgments and decrees 1901-1922

___ Index to Satisfactions and assignments of judgment 1904-1923

___ 13. Mortgage

___ Index to Mortgagors (grantor) 1901-1923

___ Index to Mortgagees (receiver) 1901-1923

___ 14. Family Index - Card index to family histories, family newsletters, family files

___ 15. Family Files - Family manuscripts, research notes, lineage charts in vertical file cabinet

___ 16. Cemetery Transcripts - Not all of Duval Co. is included. Because there is no comprehensive index, a total search may be time-consuming.

Cemetery Research and Photography

___ 1. Researcher will go to the cemetery office and obtain any records that might be available, locate the grave, and take pictures of the tombstone. Out of the pocket costs will be added to the hourly fee.

Do not write below this line - For Official Use

Date Received: _____

Date Check sent to Treasurer _____

Balance Due: \$ _____

Amount Received: \$ _____

Amount Received: \$ _____

Date order filled _____

Balance Received Date: _____

Date Check sent to Treasurer _____