

# 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

Phone: (317) 925-3800 — Fax: (317) 925-8240

Print Additional Forms at: [CrownHillFoundation.org](http://CrownHillFoundation.org) (Resources Page)

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?

Send emails to [genealogy@crownhill.org](mailto:genealogy@crownhill.org) or call our Genealogist at (317) 925-3800.

(Please note that our Genealogist works one day a week.)

## 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 or more), there's a \$10.00 charge per lot. This fee covers one or more photos of the same lot, regardless if there's a marker or monument on the lot. Additional photos taken on another lot will be another \$10. Please specify **exactly** what you would like a photograph of and you must provide your email address so we can send them to you. We do not provide printed photos or photos on a CD.

**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 photographs (\$10 per Lot.)** (See rates above.)

**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 ◆

### Indiana State Department of Health

The **Indiana State Department of Health** provides certified copies of death certificates for **ALL Indiana counties** starting in 1900. They are also available from the local health department in the county where the death occurred. Proper identification is required. Orders can be placed by **mail, phone, or internet**. They offer no walk-in service.

The Indiana State Department of Health offers two reputable entities for a convenient way to purchase death certificates online:

~ **VitalChek** is a fast and convenient way to order certified government-issued vital records online, usually in less than ten minutes. There are links to "Tips" as well as Live Chat for additional help: <https://www.vitalchek.com/death-certificates/indiana>

~ **Indiana State Department of Health Vital Records Online**: <http://www.in.gov/isdh/26629.htm>

Also see: "**Apply for a Death Certificate**" - <http://www.in.gov/isdh/26822.htm>

**Write:** Vital Statistics, Indiana State Department of Health, PO Box 7125, Indianapolis, IN 46206-7125

**Call:** (866) 601-0891 (recorded message)

**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, mother's maiden name, Social Security number, name of spouse, etc. The reason for requesting the certificate and the number of copies is also needed.

**Cost:** Death Certificate fees vary depending upon the service you use to obtain it.

### Marion County Health Department

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**.

**To request in person or in writing:** Marion County Health Department, Hasbrook Building, 1st Floor, 3838 N. Rural St., Indianapolis, IN 46205. **Phone:** (317) 221-2400 (questions only - no requests). **E-mail:** [vitalrec@hhcorp.org](mailto:vitalrec@hhcorp.org).

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

## ◆ OBITUARIES ◆

You can contact either the **Central Public Library** for obituaries from Indianapolis newspapers ONLY, or the **Indiana State Library** for obituaries from newspapers of major Indiana cities including Indianapolis. You may request obituaries **in person, by mail, or by internet**.

### Central Public Library (Indianapolis-Marion County Public Library)

There are several ways to contact a librarian. **To make a request in person:** **Central Public Library**, Microfilm Division, One Library Square, 40 E. St. Clair St., Indianapolis, IN 46204. **To call** and talk to a Librarian: (317) 275-4100 (questions only - no requests). **Ask a Librarian** online: [www.indypl.org/using/aal](http://www.indypl.org/using/aal), or **Text a Librarian:** (317) 333-6877

**By mail:** IMCPL, Obituary Requests, Central Library Services, P.O. Box 211, Indianapolis, IN 46206.

**By internet:** [www.imcpl.org/resources/guides/family/obituaryaid.html](http://www.imcpl.org/resources/guides/family/obituaryaid.html)

**Information needed:** Full name of deceased and exact date of death or burial; your name and address.

**Cost:** \$1.00 for Marion County residents and \$7.25 for non-residents per name. Mail request with check or money order.

### Indiana State Library

**To request in person or in writing:** **Indiana State Library**, Indiana Division, 315 West Ohio Street, Indianapolis, IN 46202. **Phone:** (317) 232-3670

**Online:** [www.in.gov/library](http://www.in.gov/library) - Patrons are encouraged to use the "Ask a Librarian" chat or e-mail service available through the website.

**Information needed:** Name of deceased, date of death, place of death and/or residence at time of death. Also needed is county/city, title, date, and page numbers (if known) of newspaper to search. Please use the newspaper holdings guide:

<http://www.in.gov/library/newspaperholdings.htm> **Cost:** \$5.00 per obituary search when done by library staff. Self-service digital scans free of charge. Self-service printouts \$0.25 per page

## ◆ BURIAL LOCATIONS FOR VETERANS ◆

### Indiana State Archives and Records Agency

The Indiana State Archives provides burial locations in 51 counties for **veterans who died prior to 1940**. Requests are accepted **in person, in writing, or by e-mail**. Fees vary.

**To request in person or in writing:** **Indiana State Archives**, 6440 E. 30th Street, Indianapolis, IN 46219. **Phone:** (317) 591-5222, **Fax:** (317) 591-5324 (questions only - no requests). **Hours:** 8:00 a.m.- 4:30 p.m., Monday - Friday.

**By e-mail:** [arc@iara.in.gov](mailto:arc@iara.in.gov) or **Online:** [www.in.gov/iara](http://www.in.gov/iara)