



OBITUARY, NEWSPAPER ARTICLE, AND REFERENCE MATERIAL REQUESTS

We will provide copies of obituaries or articles from our microfilmed copies of the local newspaper, *The Lansing State Journal* (or its predecessors). We will also provide pages from reference material i.e. city directories. All fees for requests MUST be prepaid. Fees include postage, photocopying and handling.

Because there is no index to the newspaper, **the date of death OR the date of the article** MUST be provided. Requests from reference material must be specific.

Our **Local History Online database** contains some index material that may be of benefit in locating death notices and obituaries. For Death Notices from 1855 to 1872, see <http://goo.gl/z6TWqR>. These are PDF files organized by year, and are fully keyword searchable by name. For a name index to an assortment of local history materials including obituary and newspaper article references, see <http://goo.gl/gppKdy>. Names are organized into a PDF for each letter of the alphabet, and are also keyword searchable.

Fees for Residents*	Fees for Non-Residents*
<p>Residents* may make up to three requests per month free of charge.</p> <p>Call 517-367-6346 to make a request.</p>	<p>\$5.00 per name for death notice/obituary.</p> <p>\$5.00 per newspaper article.</p> <p>\$5.00 per request for reference material.</p> <p>Requests must be made by mail and must include payment.</p> <p><i>We cannot guarantee that the information will be located. No refunds.</i></p>

If you have questions about your request or would like to speak to staff before sending this form, contact us at 517-367-6346 or e-mail reference@cadl.org.

* A **resident** is anyone who has a Capital Area District Libraries card OR anyone who is a resident of Ingham, Eaton or Clinton county Michigan (card not required).

If you are seeking a Death Certificate, Marriage License, Birth Certificate, or Divorce Decree, contact the State of Michigan Vital Records Office at <http://goo.gl/6ySvAZ>, email VRCustomerService@michigan.gov, or 517-335-8656.

A few Michigan death records are online:

- GENDIS <http://www.mdch.state.mi.us/osr/gendisx/index.asp>
- Seeking Michigan <http://seekingmichigan.org/>

NON-RESIDENTS: PRINT THIS FORM AND MAIL WITH YOUR CHECK OR MONEY ORDER. US FUNDS ONLY.

NAME OF THE DECEASED, TITLE /SUBJECT OF ARTICLE, OR SUBJECT OF REFERENCE MATERIAL

DATE OF DEATH, ARTICLE, OR REFERENCE MATERIAL

Your Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

FEE ENCLOSED \$ _____ **(see fees above)**

Mail to:

Capital Area District Libraries
Attn: Reference
401 S. Capitol Avenue
Lansing, MI 48933