



Vital Records Division ♦ 200 E. Berry Street, Suite 360 ♦ Fort Wayne, IN 46802

Phone: (260) 449-7147 ♦ Fax: (260) 449-3015 ♦ www.allencountyhealth.com

GENEALOGY REQUESTS

Due to the number of requests we receive from persons searching for genealogical information, this document outlines the procedures used in this office to meet all records request needs of the public in a timely manner.

Allen County's birth records begin in 1882 for persons born inside the Fort Wayne city limits, and in 1887 for persons born outside the city limits. Death records begin in 1871 for persons who died inside the city limits and in 1907 for persons who died outside the city limits.

For your convenience, many of these records can be found at the Allen County Public Library. *(The library has microfiche of actual birth records from 1882 to 1920 and death records from 1871 to 1932, and this includes events that occurred both inside the city limits of Fort Wayne and within Allen County). To contact the Allen County Public Library:*

Address: 900 Webster Street, Fort Wayne, IN 46802
Phone: (260) 421-1200 Ext. 3102
Website: www.acpl.lib.in.us

If you are unable to utilize the library's resources and would like the Allen County Department of Health to research your record(s), please note:

- In order for us to search for records, you must provide an accurate date of birth/death. A non-refundable search fee will apply and must be paid prior to the commencement of the search. Search fees are as follows (and are non-refundable, even if no records are located):
 - \$25 for 1-5 name searches;
 - \$35 for 6-10 name searches; and
 - \$50 for more than 10 name searches.
- When the search has been completed, you will be notified of the records we were able to locate. If you are in need of actual certified records, Birth Certificates are \$20 and Death Certificates are \$20 payable by cash or money order (no checks). These are issued in accordance with Indiana law. If you wish to have only a "Genealogy Non-Certified Birth/Death Record," the fee will be \$3 for each non-certified record. The fee for all records is due after the search and notification has been completed.

We process records on a first-come, first serve basis, and we attempt to conduct searches and provide records within 7-10 days of the request. We appreciate your patience – and thank you!

Important Note: The Allen County Department of Health does not have marriage and/or divorce records. These records are recorded and kept in the office of the Allen County Clerk, Allen County Courthouse, Fort Wayne, IN 46802. The phone number is (260) 449-7890. Please contact that office for information about fees and procedures for such records.

Other Helpful Resources:

The Allen County Department of Health website: www.allencountyhealth.com
As well as: www.ancestors.com and www.friendsofallencounty.org