



REQUEST FOR ADDITIONAL RESEARCH FORM

After you have confirmed an Individual/Family is buried in The Woodlawn Cemetery, you can request additional information about the monument or mausoleum placed on a Lot.

The records of the cemetery are extensive; Foundation orders prior to 1940 are not indexed and may involve many hours of searching if the memorial was not erected within two years of the first interment. Design files are organized by Lot Owner and traditionally limited to large and commissioned sculptures. Prior to being charged for research services, a brief summary of the materials contained in a file will be sent. After authorization is received, the cemetery will proceed with copying the information.

Fees: \$44 per hour; fee includes copies (for oversized documents larger than 11"x17" there is an additional charge of \$1 per page) and mailing of the information.

Digital Images of the existing memorial can be obtained for \$5 for the initial photograph; there is an additional charge of \$1 for each additional image requested of inscriptions, etc.

Name: _____

Address: _____

Phone: _____

FAX: _____

Email: _____

Please send information on the following Lot: _____

- _____ **Copy of Foundation Order**
- _____ **Summary of Monument/Mausoleum Design File**
- _____ **Digital Image of Monument(s)/Mausoleum**
- _____ **Family Correspondence**
- _____ **Interment Order**

Original Interment Orders and Family Correspondence can only be obtained by the current Lot Owner and family members listed on the heirship affidavit.

Send form to **The Friends of The Woodlawn Cemetery, Webster Avenue and E. 233rd Street, Bronx, NY 10470** or **FAX to (718) 920-1471**. For a quick summary of the available documents and the memorial, e-mail a summary of the requested information to Friends@thewoodlawncemetery.org

Requests will be filled on a first come first serve basis; because of the volume of requests it may take up to 45 days to receive information requested. Payment must be received prior to the processing of the request for additional information.