

# Romanian Genealogy Society

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## A Guide to Making a Request to the National Archives of Romania

- First, conduct thorough research in U.S. or Canadian records.
- Know your ancestor's village of origin and probable religion.
- Provide succinct information and request a specific record.
- Hire a professional researcher if necessary.
- Recognize that each local office may have its own requirements. This document is intended as a guide and any errors are unintentional.

If you wish to make a request to the National Archives of Romania for copies of documents for purposes of family history research, you must include some obligatory details to assist the clerks to act on your request. Without this information, it is unlikely that your request will be fulfilled. It is recommended to request your document in English and Romanian with the help of a translator. If using google translate, keep in mind, translation may be close and not exact.

It is necessary to know the village, town and the county/*județ* which you wish to obtain a document. A map of the counties is on the Archives Home page <http://arhiveleationale.ro/site/> under the "Local Archives/County Archives/Arhive județene" tab. The county names are only visible when you hover the mouse over each county on the map. Click on a county for their specific information, direct mail and email address.

<http://arhiveleationale.ro/site/directii-judetene/>

For example, if you need a copy of your grandfather's birth or baptism register, you must write to the appropriate local branch office of the National Archives where your grandfather was born.

This means that you must know the birthplace of your ancestor and in what actual *județ* it is presently situated (\*1). You may be asked to supply additional information such as your full name and address, including the postal code and country. You must declare what document you are requesting (in this example, the birth certificate of your grandfather), the name of institution that issued that document (in this case the city hall or the location and denomination of the church- you must specify which collection is to be searched), the original name of your ancestor as it will be found in the records (many people know only the name of their ancestor as he or she was known in the adoptive country, which is often not the same), date of birth, place of birth, and names of parents if known. You will be required to indicate the number of copies you request to obtain. Be sure to state the purpose for which you are requesting a copy of the document (for example, family history research). Then, you must declare, and you may be required to prove, your relationship to the individual in the records you seek. If you haven't documentation to prove it, write a declaration of your relationship (in this case, your grandfather) and state that your application conforms to Article 326 of the Romanian Penal Code in association with Article 175 of the same Code (\*2).

There are a few options for obtaining your requested document; the online portal, county/*județ* archives via the local address or email or to hire a local researcher.

### **Portal**

The above petition must be dated and signed BY YOUR OWN HAND. (While the petition may be typed by computer, it must be dated and signed by hand.) Then, the scanned petition and supporting documents may be submitted to the National Archives of Romania through its portal at <http://portal.arhiveleationale.ro/> or from its main page under Research and then Online research then click on **ANR ELECTRONIC SERVICES PORTAL**. It is available in Romanian and in English. It is a little difficult to navigate for non-Romanian speakers; however, there are links to documents containing instructions in English. Through this portal you can watch the status of your request including the National Archives' response.

The portal can be used to navigate through certain fund (fonds/collections) descriptions and the collections of the territorial structures of the National Archives of Romania, you can browse through certain documents without creating an account. However, you will need to create an account in order to login and submit your application for documents. Once you create a login, it will need to be authenticated and this could take 24 hours. You can then sign in to your account and submit study room research or document copy requests.

### **Postal/Email/Fax**

You may submit a request via email, mail or fax to the appropriate National Archives regional office. However, if your request does not contain the required information or is made in a language other than Romanian, it may not be answered promptly. You may receive a form to complete. In this case, you may want to obtain the assistance of a translator.

Without the details specified in this document, your request will not be considered by the National Archives of Romania and your petition may not be resolved. The resolution term is 30 days with an extension period of 15 days. If the document requested is not found, no payment will be required and the answer to your request will be sent by mail or email. (Expect correspondence to be written in the Romanian language.) If the document exists, National Archives staff will send you by mail or email a payment notification and you must remit proof of payment through a financial institution that handles international funds transfers. Upon receipt of payment, National Archives staff will send you the physical document(s) by mail. **Transferwise** may be a possible option for submitting payment.

### **Professional Researcher**

Hire a professional researcher (\*3) to carry out your research request, or to make an appointment to go to the National Archives in person. The advantage of hiring a professional researcher is the time you save with the person already knowing the procedures. Each local office may have its own requirements and several steps are required when requesting documents in person. The website of the National Archives of Romania explains the requirements. A permit must be obtained in advance of entry to the Archives. The permit is valid for two years and is only valid for the issuing Archive office. (In other words, the permit does not transfer to an Archive office in another *județ*.) The number of church books or other items to be examined in the Research Room are limited to a specific number per day and may not be requested again for a set time period, so learn the rules and plan your visit carefully. There is also a small daily charge for copying or taking photos of the records. Using your own camera or phone for taking digital photos of the records is allowed. It is important to note that this fee for copying must be paid at another location before being granted permission to copy. The archives do not collect money onsite.

Notes :

(\*1) A *județ* is an administrative division which roughly translates to "county." It comes from the Latin word "jude" or "judge," the person who makes justice (known in the 18th and 19th centuries as "*Căpitan de județ*" or Captain of justice.") For more information about *județe*, see this Wikipedia article: [https://en.wikipedia.org/wiki/Counties\\_of\\_Romania](https://en.wikipedia.org/wiki/Counties_of_Romania).

(\*2) Basically, these laws say that false representation is a punishable offense, so be truthful. Article 326 of Romanian Penal Code: "Inappropriate declarations made to a person (as defined in Art. 175 of Romanian Penal Code) or to an institution, company etc. in which the person who made a declaration works for producing a juridical consequence for himself or for another, when in accordance with law or circumstances, are punishable by a jail sentence from 3 months to 2 years or with a penal fine." Article 175 of Romanian Penal Code establishes a definition of "public clerk" which includes a researcher of Romanian National Archives.

(\*3) RGS will provide a directory of professional researchers to its members upon request. RGS does not endorse any particular researcher and does not participate in negotiating research projects; rather, we maintain the list as a courtesy to our members.

Romanian Genealogy

## About Romanian Genealogy Society

The Romanian Genealogy Society is a non-profit organization formed in 2011 as a branch group of the Minnesota Genealogical Society; however our mission is not limited to Minnesota research.

The purpose of the Romanian Genealogy Society (RGS) is exclusively educational, and is to:

- Foster interest in Romanian genealogy;
- Provide an opportunity for exchange of knowledge about Romania, Romanian immigration, and Romanian family history research;
- Encourage the establishment of Romanian genealogical resources;
- Hold meetings for the instruction and interest of its members;
- Collect and publish genealogical, biographical, and historical material relating to people of Romanian descent;
- Work with other organizations to inform about and preserve Romanian genealogy and heritage.

### Membership

Members receive informative quarterly newsletters, admission to quarterly meetings and educational events, and free admission to the William J. Hoffman Library & Research Center located in Mendota Heights, Minnesota which includes our RGS Library Collection. To join, see <http://romaniangenealogy.com/membership/join-rgs/>.

Members and non-members are invited to participate in our Facebook page, <https://www.facebook.com/RomanianGenealogySociety/>, and our private group where you may post questions about your research at <https://www.facebook.com/groups/RGSconversations>.