



ORPHAN TRAIN RIDER RESEARCH/REGISTRATION FORM

Please provide as much information as possible. Leave unknown fields blank. Please print carefully.

Birth name: _____

Adopted or married name(s): _____

Date of birth: _____ Place of birth: _____

Date of death: _____ Place of death: _____

Birth parents' names: _____

Birth siblings' names: _____

Foster/adoptive parents' names: _____

Foster/adoptive siblings' names: _____

Spouse(s)'s name(s): _____

Children's names: _____

Orphanage or Home taking/placing child: _____

Date taken to orphanage/home: _____ Date taken on train: _____

Town and state taken to: _____

Agent(s) involved in placement: _____

Please attach copies of any documents, photos, letters, etc. that may confirm or provide additional information. Please **DO NOT** attach original documents or photos.

Person submitting information:

Name: _____ Relationship to rider: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

RESEARCH FEES: Effective March 31, 2018. Please select the appropriate box.

Initial Research Request (2 hours, includes copies and postage) - \$65
(If additional research is needed, the Head of Research will contact you. Additional research is \$30 per hour.)

Gold or Lifetime Membership Research (1 hour per year) – FREE

Rider Registration ONLY (no research will be conducted) – FREE

Please return completed form and fee through mail or email. Payment may also be completed over the phone.

National Orphan Train Complex
PO Box 322, Concordia, KS 66901

info@orphantraindepot.org
(785)243-4471

For office use only: Contacted date: _____ Payment date: _____ Payment amount: _____ Rider #: _____

NOTC's Purposes:

1. To preserve the history of America's massive placing-out program now known as the ORPHAN TRAIN era.
2. To assist families in locating family information.
3. To provide gatherings across the country where Orphan Train Riders and their descendants can meet each other and share experiences.
4. To educate our school children about this part of history.

RESEARCH POLICIES: NO walk-in research will be conducted without a prior reservation. Walk-in requests for research without an appointment will be honored by date completed form is received. Policy not retroactive. See attached research policy.

OPEN RESEARCH FILES OF NOTC PERMISSION FORM

Please fill in "YES" or "NO"

_____ The information I submit to NOTC may be placed in the OPEN RESEARCH FILES for gathering data and compiling reports about the Orphan Trains era.

_____ The information I submit to NOTC may be used to create exhibits for the NOTC museum and traveling exhibitions.

_____ The information I submit to NOTC may be made available to media representatives (television, radio, newspapers, magazines, etc.).

_____ The information I submit to NOTC may be made available to writers researching for books, articles, or productions such as stage plays and television programs.

_____ My name and address may be given to the media and they can contact me for permission to use my information.

_____ My telephone may be given to anyone inquiring about the information I have submitted to NOTC. My number is listed on this form.

_____ The information I submit to NOTC may be copied and included in educational packets sent to classroom teachers free of charge to be used by them and placed in a public library.

_____ The information I submit to NOTC may be entered into the computer database used by NOTC to cross-reference names when helping to locate relatives.

_____ The information I submit to NOTC may be printed in CROSSROADS.

_____ The information I submit to NOTC may be used on the website to educate America about the Orphan Train era.

NOTC maintains a Research Center where information is stored. The Center resources are accessible by mail and in person by appointment. All media representatives and book authors are warned that they **MUST obtain written permission from persons contributing information to NOTC before using any part of it in any way.**

NOTC respects the rights and freedom of information laws pertaining to personal information and will abide with your decisions.

Signature: _____ Date: _____

RESEARCH POLICY (EFFECTIVE MAY 2023)

The National Orphan Train Complex rate for research is \$30 an hour, two hours minimum, per rider. \$5 additional fee added to each case to cover copies and postage. If additional time is required for a thorough search, the Head of Research will contact the requester to arrange additional payment at the rate of \$30 per hour. Gold or Lifetime members of Friends of NOTC may receive 1 hour of free research per calendar year.

When a research request is received, it will be acknowledged and date received noted. Once the initial payment is received, the request will be added to the research queue. Research requests are generally completed within three months from payment date.

NOTC primarily utilizes Ancestry.com, Family Search, and Newspapers.com. We also utilize other online sources, and strive to create a life sketch for each person researched. This includes identifying birth and death certificates, censuses, draft registrations, other public records, and newspaper articles. Please note that we can only find records that are publicly available and accessible. We do not offer DNA services including testing, evaluation, or matching.

During the research process, an attempt will be made to determine which of the more than thirty placing organizations sent the rider out. The National Orphan Train Complex houses original records from the American Female Guardian Society Home for the Friendless. We do not house any original records from any other placing organization. Contact information for the holder of original orphanage records will be provided if available. The requester will be responsible for contacting the placing organization to request original records.

Foster parents, birth parents, birth siblings, and spouses will be researched if possible.

Two copies of each record will be printed; one for the requester, and one to be placed on file at the National Orphan Train Complex. Individuals who are determined to be probable orphan train riders will be added to the National Orphan Train Complex Orphan Train Rider database and files. Individuals who are not determined to be probable orphan train riders will not be added to the Orphan Train Rider database, but information may be kept on file.