



FAMILY HISTORY LIBRARY  
SALT LAKE CITY, UTAH  
THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

# Czech and Slovak

## INTRODUCTION

This guide is for researchers who do not speak Czech or Slovak but must write to the Czech Republic or Slovakia (two countries formerly united as Czechoslovakia) for genealogical records. It includes a form for requesting genealogical records.

The Republic of Czechoslovakia was created in 1918 from parts of the Austro-Hungarian Empire. From Austria it included the Czech provinces of Bohemia, Moravia, and most of Austrian Silesia. From Hungary it included the northern area, which was inhabited primarily by Slovaks. The original union also included the northeastern corner of Hungary, which was inhabited mainly by Ukrainians (also called Ruthenians), but this area, called Sub-Carpathian Russia, was ceded to the Soviet Republic of Ukraine in 1945. Since 1993, the Czech Republic and Slovakia have been two independent republics with their own governments.



### Czechoslovakia, 1918

Prior to 1918 the regions of Bohemia, Moravia, and Austrian Silesia were part of the Austrian empire and now make up the Czech Republic. The region of Slovakia was part of the Hungarian empire and is now the Slovak Republic.

The best sources of genealogical information in the Czech Republic and Slovakia are the church records kept by the local parishes. The Family History Library has microfilmed copies of these records for much of Slovakia. From the Czech

Republic, the library has vital records from only a few German-speaking communities. Use the Family History Library Catalog to determine what records are available through the Family History Library and the Family History Centers. If records are available from the library, it is usually faster and more productive to search these first.

If the records you want are not available through the Family History Library, you can use this guide to help you write to an archive to obtain information.

## BEFORE YOU WRITE

Before you write a letter to the Czech Republic or Slovakia to obtain family history information, you should do three things:

- **Determine exactly where your ancestor was born, was married, resided, or died.** Because most genealogical records were kept locally, you will need to know the specific locality where your ancestor was born, was married, resided for a given time, or died. Because there are often many localities with same place-names, we advise you to provide additional information. See the library's publication *Tracing Immigrant Origins* (34111) for help in finding hometowns. If your research concerns the capital of the Czech Republic, Praha (Prague), it is necessary to know in what part of the city the person was born, was married, resided, or died. Praha was divided into many subdivisions, each with several parishes. The most important sections of the city were Staré Město, Nové Město, Malá Strana, Hradčany, Vyšehrad, Vinohrady, and Josefov. If your research concerns Bratislava, which is the capital of the Slovak Republic, or any bigger city in the Czech Republic or Slovakia, we recommend that you specify the part of the city in which the person was born, was married, resided, or died.
- **Determine when your ancestor was born, was married, or died.** If you cannot find an exact date, indicate a close approximation—preferably within three years.

- **Determine your ancestor's religion.** Until the 1900s, vital records were kept by church parishes or Jewish congregations. The records of different religions were kept separately. If you are not sure of your ancestor's religion, start by searching Catholic records. Catholicism was the dominant religion in the former Austro-Hungarian Empire.

When you send your request, it might be helpful to send copies of personal documents, such as birth certificates, passports, or residency certificates issued in the former Austro-Hungarian Empire or Czechoslovakia.

## **RESEARCH BY MAIL**

---

The government of former Czechoslovakia consolidated all records of genealogical value in 1951. Most records more than 100 years old are now kept in the state regional archives. Records that are more recent are maintained at the vital records sections of local city offices. Genealogical records are accessible for research by writing or by personally visiting the archives or local city offices there.

### **Records Created before 1900**

If you wish to obtain birth, marriage, or death records created before 1900, send a request to the Czech or Slovak Administration of Archives of the Ministry of Interior. These agencies are responsible for processing genealogical research requests and arranging for searches of records deposited in the state regional archives. Your request for research will be sent to the appropriate archive in the Czech or Slovak Republic. You should make a copy of your letter for your own records prior to sending it. Make sure to mark the envelope *Air Mail*.

**Bohemia, Moravia, Silesia.** If your ancestor was from the area formerly governed by Austria (Bohemia, Moravia, or Austrian Silesia), send your application directly to the Czech Administration of Archives of the Ministry of Interior:

Archivní správa  
ministerstva vnitra ČR  
Míldy Horákové 133  
166 21 Praha 6  
Czech Republic

**Slovakia.** If your ancestor was from the area formerly governed by Hungary (Slovakia), send your application directly to the Slovak Administration of Archives of the Ministry of Interior:

Ministerstvo vnútra SR  
odbor archivníctva a spisovej služby  
Križkova 7  
811 04 Bratislava  
Slovak Republic

### **Records from 1900 to the Present**

If you wish to obtain birth, marriage, or death records from the year 1900 to the present, send a request to the Czech or Slovak Republic Embassy:

Embassy of the Czech Republic  
3900 Spring of Freedom St., NW  
Washington, D.C. 20008

Embassy of the Slovak Republic  
2201 Wisconsin Ave., NW  
Suite 250  
Washington, D.C. 20007

You will be sent application forms.

### **How to Send Payments**

Do not send money with the initial request. *In your application, specify your limit on research charges.* When the research is completed, you will be notified directly by the archival administration or from a firm authorized to collect a payment (in the Czech Republic it is a company called Archivex). In the notification you will be advised about a research fee and asked to make a payment. You will also be instructed on how to make your payment. The report will be sent to you upon the receipt of your payment.

## **WHAT TO EXPECT**

---

It may take up to six months to receive a reply to your request for information.

When you receive a reply, send the requested payment. If you need to request further information, refer to your earlier letters and their return letters by date. There will usually be a reference number (indicated by either *naše značka* or *č.j.*). Include that number as well.

Use Czech-English or Slovak-English dictionaries to help you understand the reply. Sometimes you can hire an accredited genealogist or someone else who is fluent in the language to translate for you. The Family History Library has published the *Czech Genealogical Word List* (34032), which also may be helpful.

If you do not receive an answer within six months, write again, attaching a copy of your first letter.

## HOW TO WRITE A LETTER IN CZECH OR SLOVAK

---

The archival administration prefers that all genealogical requests be submitted on an application form. Following are Czech and Slovak forms, with English translations in brackets.

Make a copy of the form for each request. Use a separate form for spouse and child when requesting detailed information.

1. Request only one ancestral line at a time.
2. Fill in the appropriate blanks, providing all information necessary to start the research.
3. Type or print neatly.
4. If you know of diacritical marks and special characters (such as *á, ě, ď, ō, or ů*), make sure they are included.

The archival administrations in the Czech Republic and Slovakia are accustomed to mail inquiries. If the form does not meet your needs, you may write a letter in English instead. For example, if you

want to request permission to do research in the archives yourself or if you have questions about heraldry, you will need to write a letter rather than send a form. Your letter should include:

- The name and address of the addressee.
- Specific information about your relative, including birth date, birthplace, and other biographical data.
- A short, specific, genealogical request.
- An assurance that you are willing to pay for the services.
- The date and your signature.
- Your return address (including your country).

Be brief and simple. Write short sentences, and make clear requests. Do not ask for too much at one time.

**Writing dates.** Write dates as numerals in the European style: day, month, year. For example, for December 10, 1989, you would write *10.12.1989*.

# ŽÁDOST O GENEALOGICKÝ VÝZKUM V ČESKÉ REPUBLICĚ

## [Request for Genealogical Research in the Czech Republic]

For Bohemian and Moravian ancestors, send to:

Archivní správa  
ministerstva vnitra ČR  
Míldy Horákové 133  
166 21 Praha 6  
Czech Republic

Žádám o poskytnutí genealogických informací o této osobě [I am requesting genealogical information about the following person]:

- Příjmení [Last name]: \_\_\_\_\_
- Jméno [Given name]: \_\_\_\_\_
- Datum narození [Birth date]: \_\_\_\_\_
- Místo narození [Birthplace]: \_\_\_\_\_
- Bližší určení místa narození (pošta, farní úřad, okres, větší město poblíž) [Further details about the birthplace, such as the post office, parish, county, or nearest larger city]: \_\_\_\_\_  
\_\_\_\_\_
- Náboženství [Religion]: \_\_\_\_\_
- Jméno otce [Father's name]: \_\_\_\_\_
- Jméno matky za svobodna [Mother's maiden name]: \_\_\_\_\_
- Další informace (není nutné) [Other information (optional)]: \_\_\_\_\_  
\_\_\_\_\_

---

**Příbuzní osoby, která je předmětem výzkumu** (není nutné, ale často velmi užitečné) [Relatives of the person being researched (this is optional but often very helpful)]:

Manžel nebo manželka [Husband or wife]:

- Jméno [Name]: \_\_\_\_\_ Náboženství [Religion]: \_\_\_\_\_
- Datum narození [Birth date]: \_\_\_\_\_ Místo narození [Birthplace]: \_\_\_\_\_
- Datum sňatku [Date of marriage]: \_\_\_\_\_ Místo sňatku [Place of marriage]: \_\_\_\_\_

Děti narozené před vystěhováním [Children born before emigration]: \_\_\_\_\_

Jméno [Name]	Datum narození [Birth date]	Místo narození [Birthplace]

Bratři a sestry [Brothers and sisters]:

Jméno [Name]	Datum narození [Birth date]	Místo narození [Birthplace]

**Také žádám informace o následujících osobách** [I am also requesting information about the following persons]:

- Všichni předci přímé linie [All direct-line ancestors]
- Pouze předci mužské linie (stejně příjmení) [Paternal-line (surname) ancestors only]
- Sourozenci předků přímé linie [Siblings of the direct-line ancestors]
- Manžel/manželka [Spouse(s)]

**Rozsah zprávy** [Scope of research]:

- Prosím, zaznamenejte informace získané výzkumem podrobně s vysvětlivkami a údaji o použitých pramenech. [Please report the information you find in detailed narrative style.]
- Prosím, zaznamenejte informace získané výzkumem na genealogických formulářích. [Please report the information you find on the genealogical forms.]
- Žádám doslovné opisy záznamů s udáním použitých pramenů. [I request complete transcriptions of the original records.]
- Žádám fotokopie záznamů s udáním použitých pramenů. [I request photocopies of the documents pertaining to my ancestors.] *This option may involve extensive cost.*
- Žádám výpisy z matrik na matričních formulářích s udáním použitých pramenů. [I request extracts from records on modern vital statistics forms.] *This option may involve extensive cost.*

Nejvyšší částka, kterou zaplatím za genealogický výzkum je \$ \_\_\_\_\_. Zavazuji se zaplatit všechny poplatky spojené s genealogickým výzkumem. Beru na vědomí, že zpráva mi bude doručena až po zaplacení.

[My limit on research fees is \$ \_\_\_\_\_. I am obliged to pay the applicable costs for the genealogical information, for which the archival administration will bill me in connection with the reply. I understand that the genealogical report will be sent only upon the receipt of my payment.]

**Žadatel** [Person requesting the information]:

- Značka předchozí korespondence [Reference number of any previous correspondence]: \_\_\_\_\_
- Jméno [Name]: \_\_\_\_\_
- Bydliště [Address]: \_\_\_\_\_  
\_\_\_\_\_

Datum [Date]: \_\_\_\_\_ Podpis [Signature]: \_\_\_\_\_

# ŽIADOSŤ O GENEALOGICKÝ VÝSKUM V SLOVENSKEJ REPUBLIKE

## [Request for Genealogical Research in the Slovak Republic]

For Slovak ancestors, send to:

Ministerstvo vnútra SR  
odbor archívnickva a spisovej služby  
Križkova 7  
811 04 Bratislava  
Slovak Republic

**Žiadam o poskytnutie genealogických informácií o tejto osobe** [I am requesting genealogical information about the following person]:

- Priezvisko [Last name]: \_\_\_\_\_
- Meno [Given name]: \_\_\_\_\_
- Dátum narodenia [Birth date]: \_\_\_\_\_
- Miesto narodenia [Birthplace]: \_\_\_\_\_
- Bližšie určenie miesta narodenia (pošta, farský úrad, okres, blízke väčšie mesto) [Further details about the birthplace, such as the post office, parish, county, or nearest larger city]: \_\_\_\_\_  
\_\_\_\_\_
- Vierovyznanie [Religion]: \_\_\_\_\_
- Meno otca [Father's name]: \_\_\_\_\_
- Meno matky za slobodna [Mother's maiden name]: \_\_\_\_\_
- Ďalšie informácie (nie je záväzná) [Other information (optional)]: \_\_\_\_\_  
\_\_\_\_\_

**Príbuzní osoby, ktorá je predmetom výskumu** (je nezáväzná, ale často veľmi užitočná) [Relatives of the person being researched (this is optional but often very helpful)]:

Manžel alebo manželka [Husband or wife]:

- Meno [Name]: \_\_\_\_\_ Vierovyznanie [Religion]: \_\_\_\_\_  
Dátum narodenia [Birth date]: \_\_\_\_\_ Miesto narodenia [Birthplace]: \_\_\_\_\_
- Dátum sobáša [Date of marriage]: \_\_\_\_\_ Miesto sobáša [Place of marriage]: \_\_\_\_\_

Deti narodené pred vystaňovaním [Children born before emigration]:

Meno [Name]:	Dátum narodenia [Birth date]	Miesto narodenia [Birthplace]

Bratia a sestry [Brothers and sisters]:

Meno [Name]:	Dátum narodenia [Birth date]	Miesto narodenia [Birthplace]

**Tiež žiadam informácie o nasledujúcich osobách** [I am also requesting information about the following persons]:

- Všetci predkovia priamej línie [All direct-line ancestors]
- Iba predkovia mužskej línie (rovnaké priezvisko)[Paternal-line ancestors only]
- Súrodenci predkov priamej línie [Siblings of the direct-line ancestors]
- Manžel/manželka [Spouse(s)]

**Rozsah správy** [Scope of research]:

- Prosím, zaznamenajte informácie získané výskumom na genealogických formulároch. [Please report the information you find on the genealogical forms.]
- Žiadam doslovné opisy záznamov s udaním použitých prameňov. [I request complete transcriptions of the original records.]
- Žiadam fotokopie záznamov s udaním použitých prameňov. [I request photocopies of the documents pertaining to my ancestors.] *This option may involve extensive cost.*
- Žiadam výpisy z matrik na matričných formulároch s udaním použitých prameňov. [I request extracts from records on modern vital statistics forms.] *This option may involve extensive cost.*

Najvyššia čiastka, ktorú zaplatím za genealogický výskum je \$\_\_\_\_\_. Zaväzujem sa zaplatiť všetky poplatky spojené s genealogickým výskumom. Beriem na vedomie, že správa mi bude doručená po prijatí úhrady.

[My limit on research fees is \$\_\_\_\_\_. I am obliged to pay the applicable costs for the genealogical information, for which the archival administration will bill me in connection with the reply. I understand that the genealogical report will be sent only upon the receipt of my payment.]

**Žiadateľ** [Person requesting the information]:

- Značka predchádzajúcej korešpondencie [Reference number of any previous correspondence]: \_\_\_\_\_
- Meno [Name]: \_\_\_\_\_
- Adresa [Address]: \_\_\_\_\_

Dátum [Date]: \_\_\_\_\_ Podpis [Signature]: \_\_\_\_\_

## COMMENTS AND SUGGESTIONS

The Family History Library welcomes additions and corrections that will improve future editions of this guide. Please send your suggestions to:

Publications Coordination  
Family History Library  
35 North West Temple Street  
Salt Lake City, Utah 84150-3400  
USA

© 2000 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA

English approval: 2/00

No part of this document may be reprinted, posted on-line, or reproduced in any form for any purpose without the prior written permission of the publisher. Send all requests for such permission to:

Copyrights and Permissions Coordinator  
Family History Department  
50 East North Temple Street  
Salt Lake City, Utah 84150-3400  
USA  
Fax: 1-801-240-2494

36340

