

Microfilm Duplication Instructions

1. Complete "Requestor" and "Microfilm Identification" information.

REQUESTOR:	
Name _____	Address _____
Phone No. _____	_____
MICROFILM IDENTIFICATION:	
Microfilm Title _____	
Real No. _____	MFL No. _____ Size: 16mm _____ 35mm _____

2. Make arrangements for duplication with a microfilm duplication vendor. Call Hawaii State Archives Circulation desk at 808-586-0316 for assistance. Payment and all other arrangements must be made directly with the vendor.
3. Forward the completed "Microfilm Duplication Request and Release" form to:

<i>Mail To:</i>	<i>Email To:</i>	<i>Fax To:</i>
Hawaii State Archives 364 S. King St. Honolulu, HI 96814	archives@hawaii.gov	808-586-0330
4. Upon approval, Hawaii State Archives will authorize the release of master microfilm to the duplication vendor. Hereafter, you will deal only with your vendor.