

# Genealogical Research Request



Please complete as much of the relevant information on the form as possible. Use one form per individual/surname or topic to be researched. Detailed, accurate information provides a better chance of identifying your ancestor. Turn-around time for research is approximately 4 to 6 weeks. We know you are anxious to receive information, but please be patient. Requests for information are researched in the order in which they are received. The written report will be emailed or mailed to you as soon as the work is completed. While we would like to guarantee the ability to locate requested documentation, it may not be possible. However, every effort shall be made to locate your request.

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Name to be researched: \_\_\_\_\_

Alternate spelling(s) of surname: \_\_\_\_\_

Birth date and/or death date: \_\_\_\_\_

Town or Township where they lived/died: \_\_\_\_\_

Approximate span of years that they lived in the county: \_\_\_\_\_

Name of spouse(s) & relevant dates: \_\_\_\_\_

Names of children & relevant dates: \_\_\_\_\_

Religious affiliation(s): \_\_\_\_\_

Identify resources consulted thus far: \_\_\_\_\_

What information do you hope to discover? You may attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office use:**

Date processed \_\_\_\_\_ Request # \_\_\_\_\_ Date Completed \_\_\_\_\_