

## **Genealogy/Local History Copy Request Guidelines**

**Findlay-Hancock County Public Library (FHCPL)  
206 Broadway  
Findlay, OH 45840**

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Volunteers are available to print Hancock County, Ohio obituaries and other information available in indexes that FHCPL owns. Requests must be specific in nature. Please review copy service fees and guidelines at [www.findlaylibrary.org/requestguidelines.htm](http://www.findlaylibrary.org/requestguidelines.htm) .

Research requests are limited to 3 specific requests per week (not to exceed 12 per month) and may take up to 4 weeks to fulfill.

Fee = \$3.00 per copy/image.

Additional charges may apply for material sent outside of the United States.

[An invoice will be mailed; please do not send advance payment.](#)

You may email your requests (provided you include all required information) to [AskGenealogy@hotmail.com](mailto:AskGenealogy@hotmail.com) or you may print and mail this form to:

FHCPL Local and Family History, Attn: Research Request, 206 Broadway, Findlay, OH 45840

Please indicate whether you would like to receive physical copies by postal mail or scanned copies by e-mail. If you do not indicate one or the other, we will assume that you would like to receive copies in the same medium by which you requested them.

All email requests are acknowledged within 7 days. If you have not received an acknowledgement within that time, please resend your request.

**This service is limited to individuals who are conducting their own research.**

**See page 2 for request form.**

**Genealogy/Local History Copy Request Form  
Findlay-Hancock County Public Library  
206 Broadway  
Findlay, OH 45840**

     Check to indicate that you have reviewed FHCPL's copy request guidelines and agree with terms and fees.

Date of Request \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

1) Ancestor Name (first, last) \_\_\_\_\_

Obituary (Newspaper) \_\_\_\_\_ Date \_\_\_\_\_ Page # \_\_\_\_\_

Other look up request (must be specific in nature and include narrow time period) \_\_\_\_\_

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

2) Ancestor Name (first, last) \_\_\_\_\_

Obituary (Newspaper) \_\_\_\_\_ Date \_\_\_\_\_ Page # \_\_\_\_\_

Other look up request (must be specific in nature and include narrow time period) \_\_\_\_\_

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

3) Ancestor Name (first, last) \_\_\_\_\_

Obituary (Newspaper) \_\_\_\_\_ Date \_\_\_\_\_ Page # \_\_\_\_\_

Other look up request (must be specific in nature and include narrow time period) \_\_\_\_\_

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