

RESEARCH REQUEST GUIDELINES & FEES

Thank you for your interest in the Findlay-Hancock County Public Library's Local & Family History research request service. Before submitting your research request, please review the following:

- Requests may be submitted through either e-mail or postal mail using the contact information above. To streamline the request process, please record all relevant information on this form only (without attaching additional pages).
- Please make your request as specific as possible. You will be notified if your request is too general or beyond the scope of our service. This service is limited to indexed and/or digitized resources housed at Findlay-Hancock County Public Library. For obituaries, please check our online obituary index at <http://index.rbhayes.org/hayes/index/> for citation information.
- Please submit a maximum of 1 (one) research request form (containing up to 3 [three] separate requests) per week. Research requests are filled as soon as possible in the order in which they are received.
- Please indicate preferred method of delivery: *Scanned copies (e-mail)* *Physical copies (postal mail)*
- A fee of \$3.00 per copy/image will be applied to requests and an invoice will be included with your materials. Upon receipt of your materials, please complete and mail the invoice (along with your check or money order made payable to Findlay-Hancock County Public Library) to the library. The library is unable to accept cash or advance payment.

RESEARCH REQUEST FORM



Check this box to indicate that you have reviewed the Findlay-Hancock County Public Library's Local & Family History research request guidelines and agree with terms and fees. Please print or type clearly.

DATE OF REQUEST: _____

YOUR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER/E-MAIL ADDRESS: _____

1. NAME OF INDIVIDUAL YOU ARE RESEARCHING: _____

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.): _____

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication): _____

2. NAME OF INDIVIDUAL YOU ARE RESEARCHING: _____

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.): _____

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication): _____

3. NAME OF INDIVIDUAL YOU ARE RESEARCHING: _____

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