RESEARCH REQUEST GUIDELINES

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 expedite 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 https://www.rbhayes.org/main/ohio-obituary-index/ to obtain citation information. Many historical Hancock County newspaper issues (dating from 1846 to the 1920s) may now be viewed online at http://findlaylibrary.advance-preservation.com/.

• Due to the volume of requests received, 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)

• Effective February 15, 2018, copies will be provided free of charge. Optional monetary donations (checks or money orders made payable to Findlay-Hancock County Public Library) are appreciated and may be mailed to the address listed above.

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. 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: ______________________________________________________________________

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

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

__________________________________________________________________________________________________________________