

Office Use Only:	_
Date Recd:	
Archivist Handling	

Genealogical Research Request Form

The Chester County History Center is now offering a research service for the convenience of patrons who are unable to visit our facility. This should be considered a preliminary search or supplement to your own research. It is the responsibility of the client to analyze and evaluate all documents and reports provided by this service. Please note, if you are not seeking research services and only wish to obtain copies of specific documents, please email library@chestercohistorical.org for a price quote and instructions.

The fee per inquiry for this service is as follows:

CCHC Members: \$25/first hour; \$15/additional hour* Non-Members: \$30/first hour; \$20/additional hour*

The first hour of research includes the following:

- 1. Search of applicable indexed records house at the Chester County History Center.
- 2. Up to 20 photocopies of relevant documents (relevance to be determined by the archivist conducting the search).
- 3. Brief report summarizing results and recommendations for further research.

*Please submit payment <u>only</u> for the <u>first hour</u> of research. If the archivists conducting the search feels that additional time is necessary, he/she will contact you to discuss the possibility of contracting additional research.

Please fill out this form and submit to:

Or
Chester County History Center
225 North High Street
West Chester, PA 19380

Client Name:		
Phone Number:	Email:	
Address:		Apt.:
City:	State:	Zip:
Payment Information: Total \$	-	
\square Check, Payable to CCHC \square Visa	☐ Mastercard	☐ Please send me a PayPal link
For Visa and Mastercard payments marked above:		
Account #	Exp. Date	CVV#
Name as it appears on the card		
Signature		

Subject of Search

(Please be as specific as possible)

Research Subject (1 individual per request):			
Specific question/s to be answered:			
Township:			
Approximate time period:			
Family Members:			
Additional Information: Please tell us what you already know and what you have already gathered			
regarding this inquiry. (Attach additional pages if necessary: Proving more information greatly increases			
the chances of successful search and prevents us from repeating what you have already done.)			