



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 **only** for the **first hour** 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:
library@chestercohistorical.org

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 \$ _____

Check, Payable to CCHC 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 _____

