

REQUEST FOR GENEALOGICAL RESEARCH

ADAMS COUNTY GENEALOGICAL SOCIETY, INC.
P O BOX 231, WEST UNION OH 45693

We will only accept requests for research by regular mail (not e-mail nor telephone).

We are very happy to help you with your genealogical research but we request that you MAIL your query to us with a donation of at least \$5.00. For copies we send, we request \$1.00 per page for the first five pages, then \$.25 for each additional page. We will enclose an invoice for you when we send your copies.

PLEASE DO NOT CALL the library on the telephone and ask us to do this type of research. Usually there is only one librarian on duty and is there to assist those people who come into the library to do research. It is extremely difficult, if not impossible, to spend any time on the telephone taking down information on queries because we usually have several people visiting the library to do research.

When you write, be sure to clearly write out the information you are requesting. Include names and dates as much as possible, as well as your specific question(s). Be sure to include your name and address, your telephone number and e-mail address.

From: (please print clearly and be specific): _____ Date: _____

Your name: _____

Mailing Address: _____

City, State & Zip Code: _____

Telephone: _____ e-mail address: _____

I am seeking information about (you may use a separate sheet): _____

I would like a photograph of (e.g. tombstone, grave, house, school): Cost: \$10.00 each

I would like a copy of a deed: Cost: \$5.00 each _____
