

Portage County Chapter Ohio Genealogical Society

6551 North Chestnut St., Ravenna OH 44266

Genealogy Research Request Form

DATE: _____

PLEASE PRINT OR TYPE

Name:	Address:
*Phone:	*E-mail:

Number of Hours Authorized One Hour Minimum		Total Amount for Research hours @ \$10.00 each	\$	
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Enclose \$10.00 for each hour of research that you wish to authorize, with a one-hour minimum. Research will only be done with prepayment. You will be contacted with projected costs if the research time will exceed what you have authorized. Cost of all regular copies is 25¢ per page. Research is done within Portage County-includes libraries, historical society, and county offices, (**except land deeds). Requests for photos of tombstones require an extra charge. Chapter volunteers do all the research and any funds after expenses are donated to the chapter.

**Research for land records-deeds-is a minimum of two hours.

Total Deed Research @ \$20.00 for 2 hours	\$	Cost of Copies @\$2.00 Per page-Most deeds are 2 pages	\$	Total for Deed Research \$
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There is a charge for postage unless a self addressed stamped envelope is included with enough postage to mail copies requested. Nothing will be mailed in advance of payment. If extra money is sent it will be considered as a donation or will be returned if requested.

Estimated Cost

Number of Copies @25¢	Total Cost Copies	Postage	Total Amount Enclosed For All Research
	\$	\$	\$

Research Requested

Please ask short specific questions. Include as much detail as possible—include known dates, township, town, city or village, etc. Tell us what you already have so we do not duplicate your research. Continue on the back of the form if more room is needed or attach separate sheet

Surname(s) Limit of 2 names
*Please be sure to include a contact phone number or e-mail.

Office Use only: Check number _____ Date Rec'd _____ Date Sent _____