

Researcher: _____

Address: _____

City/State/Zip: _____

Ohio Historical Society
Research Services Department
800 E. 17th Ave.
Columbus, OH 43211-2474
(614) 297-2510

Research Request Form

NOTE TO RESEARCHERS:

The Ohio Historical Society accepts requests submitted by members of the public who cannot visit the Society's Archives/ Library. OHS staff handle submissions as either copy requests or research requests. A copy request gives a specific citation for information in an identified source. A research request asks for information about a specified event in a specific source during an estimated time frame (limited to a 10-year span).

RESEARCH FEE AND SERVICES:

The base fee is **\$25.00** for searching one name in any one specific type of indexed record or record group during a time period that covers up to a 10-year span. If the request is for a public record, we need to know the Ohio county or city where the event occurred. The base fee includes up to 4 pages of copies plus the cost of a first class postage stamp. The charge for each additional page is 25 cents plus postage in excess of the cost of a first class stamp. Research requests must be **PREPAID** with check or money order payable to the Ohio Historical Society. **DO NOT SEND CASH.**

An example of a public record research request is: *Please send me the **Franklin County, Ohio, will record of John Doe** who died sometime **between 1880 and 1889.***

An example of an audio/visual research request is: *Please send me a picture of **Union Station in Columbus** during the **1880s.***

An example of a book research request for family history is: *Please look through your **Darke County History Book Collection** for the **tombstone inscription** information for **John Doe** who died in **1868.***

An example of a book research request for a business history is: *Please look through your **Columbus books** for information about the **M. C. Lilley & Company**, which made ornamental swords around **1870.***

DO NOT send requests asking for "**all**" information available about a subject, family name, or specific person. Requests for "anything" or "everything" are too broad for our staff to handle.

RESEARCH REQUEST:

Name of person to be researched: _____

Time Period: _____

Type of Record Requested: _____

Additional Information (please provide as much detail as possible):
