

Researcher: _____

Address: _____

City/State/Zip: _____

Ohio Historical Society
Research Services Department
1982 Velma Avenue
Columbus, OH 43211-2497
(614) 297-2510

Indexed Public Records Copy Request Form

DO NOT USE THIS FORM FOR DEATH CERTIFICATE COPY REQUESTS - DIFFERENT FEES APPLY

COPY CHARGES:

The fee is **\$12.00 per name/record**, which covers the search and up to 4 pages of copies and postage. The charge for each additional page is 25 cents. **Ohio residents must pay 6.75% sales tax.** (Multiply total order by .0675 to calculate tax) Copy requests must be **PREPAID** with check or money order payable to the Ohio Historical Society. **DO NOT SEND CASH.** No refund will be provided for records that are searched but not found.

INSTRUCTIONS:

Use this form to request copies of specific INDEXED Ohio public records. Other forms are available for requesting copies of Ohio death certificates. **Use our online catalog at www.ohiohistory.org/occ to determine if we hold the specific records you want.** All request forms are available at <http://www.ohiohistory.org/resource/archlib/refemail.html> .

COPY REQUEST:

Full Name (individual documented by the record): _____

Type of Record (check ONE and provide as much detail as possible):

- Probate Court Birth record.** County _____ Exact Year/Day and month if known _____
- Probate Court Death record.** County _____ Exact Year/Day and month if known _____
- Probate Court Marriage record.** County _____ Exact Year _____ Spouse _____
- Probate Court Will OR Estate record (circle ONE).** County _____ Exact Year _____
- Military Roster Entry.** War or Dates of Service _____ Regiment _____ Age _____
- Veteran's Grave Registration Entry.** War or Dates of Service _____ County _____
- Incarceration.** Penal Institution _____ Dates of Incarceration _____
- Tax.** Date _____ City _____ County _____
- Naturalization.** Date _____ Court _____ County _____
- Incorporation record.** Name of corporation/municipality _____ Exact Year _____

Additional Information: