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Advanced Search Request Form

Trained research staff will conduct an Advanced Search if you would like to follow up on information discovered during a Basic Search or if you would like to have an in-depth search conducted on an individual or topic that you already know appears in GHS collection sources (including Ancestry.com). In your request please indicate any specific sources (secondary sources, manuscript collections, visual materials, etc.) you wish to be consulted, the information you are interested in finding, the full name of the individual to be searched, and all relevant dates and locations. Payment must be submitted with your request (cash, check, money order, or credit card). Requests submitted without payment will be returned unfulfilled. Fees for Advanced Searches include up to 10 photocopies, a summary of results, and are as follows:

- \$25/hr for non-members
- \$20/hr for members
- \$15 for each additional 30 minutes of research
- Searches of public records only: \$12/hr for non-members; \$10/hr for members
- Shipping, handling, and tax charges (as applicable) will apply to mailed photocopies that exceed the 10 copy limit.

Submit payment for the minimum amount of time you would like staff to spend on your request. We will contact you if additional time is needed. A minimum of 1 hour will be charged for each request. Fees for additional photocopies are assessed on a per page basis (see Photocopy Fee Schedule). Fees are nonrefundable; search results are not guaranteed.

*** Please note: Each request must be for one individual or topic. Please do not submit additional requests until you have received a response from any previous request. ***

Patron Name:

Address:

Telephone: _____ E-mail:

Credit Card Number: _____ Expiration: _____

Signature (for credit card authorization) _____

In the space below, please indicate the individual, topic, building, etc., for which you would like staff to search and indicate any known sources. Please be as specific as possible. Use the back of this page if you need additional space.

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