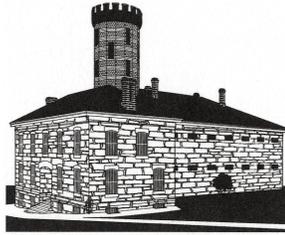


# Bradford County Historical Society

109 Pine St.  
Towanda, PA 18848  
www.bradfordhistory.com



# Research Request Form

For more information:  
570-265-2240 (phone)  
570-268-2964 (fax)

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Shipping Address \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Membership status:

- I am not a member of BCHS.  
 I am a current member of BCHS.

### Check which type of research you are requesting based on the Research Fee Schedule to the right:

- Surname Research  
 Property Research  
 Birth or Death Announcement

Total enclosed: \_\_\_\_\_

### Form of payment:

- Cash  Check  Credit Card  Postal Money Order

Credit Card Number \_\_\_\_\_  
Expiration \_\_\_\_\_ Security Code \_\_\_\_\_  
Signature \_\_\_\_\_

### Research Request:

Attach a separate sheet or use the back of this form to describe your research request. Include as many details as possible to assist our volunteers in their search.

### Please read and sign the following agreement. Research requests will not be completed without a signed form.

I understand that this service is provided as a courtesy and that all research is done by BCHS volunteers. Requests are processed in the order that they are received and may take up to six months to produce any results. I understand that volunteers are not responsible for the data contained in my results, or lack thereof. There is no guarantee associated with this service. Request for property research must pertain to locations in Bradford County, all others will be declined. If a property is found to be eligible for a Century Award during the course of research, you will be notified. Research fees are nonrefundable. If our volunteers discover more material pertaining to your request than can be researched in three hours, the Library Clerk will notify you using the contact information you provide on this form to seek permission before continuing past three hours. If more than 10 copies are necessary to answer your request, you will be notified of the additional cost based on the fee schedule and cleared payment must be received before your research results are mailed. Those who choose the discounted membership fees will be checked against our membership records before research proceeds. If no current membership is found, I understand that I will be responsible for either paying the additional fees or becoming a member. Bradford County Historical Society charges \$35 for any check that is not honored due to insufficient funds. This fee must be paid before research begins.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESEARCH FEE SCHEDULE

### NON-MEMBERS

#### SURNAME OR PROPERTY RESEARCH

Fees: \$50 for 3 hours and up to 10 copies

\$10 per hour over 3 hours

75 cents per copy after the initial 10

*See Agreement below for details.*

#### BIRTH OR DEATH ANNOUNCEMENT ONLY

Fee: \$10 per name

*You must provide specific name and date.*

### MEMBERS

#### SURNAME OR PROPERTY RESEARCH

Fees: \$40 for 3 hours and up to 10 copies

\$5 per hour over 3 hours

50 cents per copy after the initial 10

*See Signature paragraph below for details.*

#### BIRTH OR DEATH ANNOUNCEMENT ONLY

Fee: \$10 per name

*You must provide specific name and date.*