



## Remote Research Request

Date requested: \_\_\_\_\_

This search is limited to one well-defined individual, topic, or question. Please submit one request at a time. Pre-payment is required (one hour minimum). Members: \$35 and non-members \$45 per hour. Staff will contact you for credit card information.

We will check relevant resources and if additional research time is required you will be contacted for approval. A written response of the findings will be sent by email. Results of searches are not guaranteed and fees are refundable only if staff determines that the request is beyond the scope of this service at the outset. ***The average turnaround time for research requests may be up to four weeks.***

\*First Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Select the History Center Collection you wish to research: One selection per research request.

Document Archives

Object Collection

\*What are you looking for? Please provide as much information as possible including names, dates, and location if known.

(over)

**\*What is the purpose of your research?** Personal research, publication, school paper, business report or project.

\*required field

*All information provided on this form is confidential.*

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