Research Request Form

NOTE TO RESEARCHERS:

The Ohio History Connection accepts requests submitted by members of the public who cannot visit the Society’s Archives/Library. OHC staff handles 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 per hour 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. The charge for each additional page is 25 cents plus postage. If additional research is needed beyond the initial one hour, a price estimate will be mailed. Two payment methods are offered.

- E-mail reference@ohiohistory.org with your research question. If our staff determines that we have the collections to answer it, you will be sent a link to order the research through the Ohio History Store.
- If you prefer, please complete this form and send it to the address above with a check or money order payable to the Ohio History Connection. 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 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.

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):

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