

# Genealogy Request Form

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Name(s) of the person on whom information is being sought and type of information needed:**

Name(s):	Date of birth: (if known) <i>(mm/dd/yyyy)</i>	Date of death: (if known) <i>(mm/dd/yyyy)</i>	Type of information being sought: <i>(more than 1 can be requested)</i>	Fee: (\$2.50 per 15 minutes / \$10 per hour)
1.)			<input type="checkbox"/> Birth Information <input type="checkbox"/> Marriage Information <input type="checkbox"/> Obituary <input type="checkbox"/> Other: _____	
2.)			<input type="checkbox"/> Birth Information <input type="checkbox"/> Marriage Information <input type="checkbox"/> Obituary <input type="checkbox"/> Other: _____	
3.)			<input type="checkbox"/> Birth Information <input type="checkbox"/> Marriage Information <input type="checkbox"/> Obituary <input type="checkbox"/> Other: _____	
4.)			<input type="checkbox"/> Birth Information <input type="checkbox"/> Marriage Information <input type="checkbox"/> Obituary <input type="checkbox"/> Other: _____	
<b>Total Cost:</b>				

Special instructions or additional information:

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**Print this form and mail it to:** Genealogy Department, Wells County Public Library, 200 West Washington Street, Bluffton, IN 46714 **or email it to** [genealogy@wellscolibrary.org](mailto:genealogy@wellscolibrary.org)

**Our fees are \$2.50 per 15 minutes / \$10 per hour.** This includes one copy plus postage. Additional copies are 10 cents each. **Initial research will be limited to a maximum of 2 hours (\$20).** If extensive research is required, you will be contacted.

**Payment as follows:**

- Please make checks payable to: Wells County Public Library.
- Credit card payments are processed through ProPay. Each transaction has a \$ .50 processing fee. An email invoice will be sent to the address provided. Once payment notification is received, we will send the information.

Expect 1-4 weeks to receive an answer. Donations are accepted.

\*We will accept yes/no genealogy questions via email at [genealogy@wellscolibrary.org](mailto:genealogy@wellscolibrary.org)