RESEARCH AUTHORIZATION FORM

Date:____________ Name: ______________________________________________________
Address:______________________________________________________________________
______________________________________________________________________________ Phone # including area code: (______) - ________

I hereby authorize an Ontario County Historical Society staff researcher to conduct up to _____ hours of research at $30.00 per hour to secure the data identified below. (Write 0 hrs if requesting a look up)

________________________________________

Signature

Please attach a check for $30.00*, payable to Ontario County Historical Society, to begin the research process. *When authorizing over 2 hours of Research, the minimum required payment is half. (Ex: 3hrs/$45) Copies are extra and cost 50 cents per copy. When requesting a “Look up” please enclose the exact amount.

SURNAME(S):_______________________________________________________________________________
TIME PERIOD_______________________________TOWN_________________________________________
SPECIFIC REQUEST(S): _____________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

Please use the back of the sheet and attach additional information when necessary.

LOOK UP SERVICE

$10.00 per single simple request, available for Obituaries/Death Notices, Marriages and Cemetery Information only. The full name of the person and the date of the event must be supplied! Look ups ONLY for the above events and when NO additional research is requested or needed.

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You can use this alternative mail-in form to request research services from the Ontario County Historical Society. Please note that research is conducted in the order in which requests are received and target date for completion is a maximum of eight (8) weeks unless additional research is requested or additional time is needed, in which case we will contact you. Any additional payment for completed research is due when information is delivered, MC/VISA accepted.