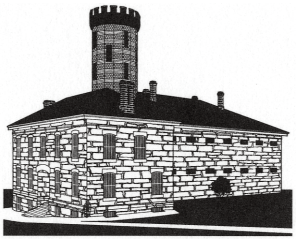
Bradford County Historical Society

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



Research Request Form

For more information:
570-265-2240 (phone)

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.

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.

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 insuffucient funds. This fee must be paid before research begins.

Signature: _____ Date: _____