



Northumberland County Historical Society

86 Back Street • PO Box 221
Heathsville, Virginia 22473
804-580-8581
nchsva1@gmail.com

Research Request Form – Part 1 **Member / YES** _____ **NO** _____ **Request #** _____

Your Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

For the minimum fee, we will execute a preliminary search (approx. 2 hours) within the NCHS facility based on the information you have provided. We will provide a report of our findings and copies of any relevant documents we have found. We will perform research and/or retrieve documents at the Northumberland County Courthouse for an hourly fee if requested. Only if our initial research findings justify it will we conduct further research at your request. Results are not guaranteed, and payments are non-refundable.

I. \$ _____ **MEMBERS – In-house Research Fee**
\$30 minimum fee to initiate research within NCHS facility. Additional research is \$15/hour if requested.

II. \$ _____ **NONMEMBERS – In-house Research Fee**
\$40 minimum fee to initiate research within NCHS facility. Additional research is \$20/hour if requested.

III. \$ _____ **MEMBERS and NONMEMBERS – Courthouse Research Fee**
\$20/hour fee to conduct research or retrieve documents at the Northumberland Courthouse if you request it. Our researcher might suggest this. Sometimes there are documents at the courthouse that aren't in our library.

IV. \$ _____ **ADDITIONAL FEES – Copies, Documents, Postal Fees**
\$10 prepayment is required to cover copies and documents, which will be adjusted when the project is complete. If you prefer to have material mailed to you rather than e-mailed, postage charges will be added.

** \$ _____ **TOTAL ENCLOSED (lines I – IV) : Please provide payment information below.** **

V. **REQUEST FOR ADDITIONAL HOURS of RESEARCH (OPTIONAL)**
NCHS will not perform additional hours of research unless the researcher advises it and it is authorized and prepaid. If you would like to authorize additional time for your project, please sign on the line below and indicate the budget for additional research time and copy/document fees (\$10 minimum).

I, _____, authorize NCHS to conduct up to _____ additional hours of research @
\$15/hour (member). subtotal \$ _____
\$20/hour (nonmember) subtotal \$ _____
Copy/Document fee minimum \$ 10.00

** **TOTAL ENCLOSED** \$ _____ **for additional hours of research on Request #** _____ . **

** **Please enter payment information. Checks are payable to Northumberland County Historical Society.** **

Name on account (please print) _____

Check amount \$ _____ Check # _____

Date Processed _____ Hours Requested _____ Budget _____ Date Completed _____

Research Request Form – Part 2

Request # _____

Please complete as much of the relevant information on the form as possible. **Use one form per individual/surname or topic to be researched.** Each request is assigned an identification number.

Your Name: _____

Name to be researched: _____

Alternate spelling(s) of surname: _____

Birth date and/or death date: _____

Town or Township where they lived/died: _____

Approximate span of years that they lived in Northumberland County: _____

Any other location they may have lived and approximate span of years: _____

Name of Spouse(s) & relevant dates: _____

Names of children & relevant dates: _____

Religious affiliation: _____

Any known military service: _____

Any known association with any organizations: _____

Type of work or business the person was engaged in: _____

What resources have been consulted to this point? _____

Research Request Form – Part 3

Request # _____

What information do you hope to discover? You may attach additional sheets if necessary, but please be concise. _____
