

# WASHINGTON COUNTY HISTORICAL SOCIETY

49 East Maiden Street, Washington PA 15301

## WCHS INDEX AND VERTICAL FILE SEARCH REQUEST FORM

\$20.00 per hour • \$16.00 per hour (20% DISCOUNT) for WCHS members

(5 photocopied pages per hour included; each additional page at 25 cents per page)

This service includes the search of one or more of the following resources, as applicable: (1) WCHS's databases of Washington County births, marriages, deaths, tax records and cemetery records; (2) Raymond M. Bell family files; (3) WCHS family files; and/or (4) WCHS church records

### 1. Your CONTACT INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Send research results by (check one): U.S. Mail (\$5.00 postage fee applies) \_\_\_\_\_ Email \_\_\_\_\_

2. Number of FILE SEARCH HOURS Requested: \_\_\_\_ Postage: \_\_\_\_ Total payment: \_\_\_\_\_

---

### 3a. If a SPECIFIC PERSON or ANCESTOR is to be researched, please complete the following:

Person's name First \_\_\_\_\_ Middle \_\_\_\_\_ Surname \_\_\_\_\_

Maiden name (if applicable) \_\_\_\_\_

Surname spelling variations \_\_\_\_\_

Person's birth and death information Year of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Year of death \_\_\_\_\_ Place of death \_\_\_\_\_

Locality or township of residence in Washington County \_\_\_\_\_

Parents' names Father \_\_\_\_\_ Mother \_\_\_\_\_

---

### 3b. If a SPECIFIC SUBJECT/OCCURRENCE is to be researched, please complete the following:

Description of subject/occurrence (please be specific) \_\_\_\_\_

Date of subject/occurrence (provide a specific date or a one-year range) \_\_\_\_\_

---

Most Index and Vertical Files Search requests can be completed with two (2) hours of the WCHS researcher's time. WCHS aims to complete research within 4 weeks of receipt of this completed form and payment. If additional time is required, you will be contacted by WCHS.