

Research Request Form

Please provide as much information as you can. The more you tell us, the better we are able to locate your ancestor, not someone else with the same name and similar dates.

Complete the form, and mail it, with a check in the appropriate amount, payable to the Dept. of History & Archives, to:

Montgomery County Dept. of History & Archives
Old Courthouse, P.O. Box 1500
Fonda, NY 12068-1500

Research requests are generally completed within 8 to 10 weeks.

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**Family Surname (\$20/hr. – 1 hour minimum; all research fees are required at time of research request)**

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|--------------------------------|
| Person to be researched:       |
| Town, place of residence:      |
| Approximate time of residence: |
| Birth date and place:          |
| Marriage date and place:       |
| Death date and place:          |

Check box if you want copies (Copies of information [25 cents each] will only be provided upon request, at which time you will be notified of the cost for both copies and postage. Copies will be mailed upon receipt of payment.)

**Number of hours authorized for research** \_\_\_\_\_

Additional information: Please provide as much additional information as you can and send us with this form -- such as names and dates for all spouses, children, siblings, parents, other; church membership; place of burial; other places of residence; etc.

**Resources already checked** (please advise what information you already have to avoid duplication in this research request):

Census (please specify years and places):

County/other local histories:

Family/bible/other records:

Your name: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

If you have any questions, please do not hesitate to contact us at 518-853-8186 or by email at [kfarquhar@co.montgomery.ny.us](mailto:kfarquhar@co.montgomery.ny.us)