



Genealogical Research Request Form

Archives & Rare Books Department
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The Department is unable to conduct general genealogical research. Instead, we refer patrons to the Ohio Genealogical Society, 713 S. Main St., Mansfield, OH, 44907-1644 [Telephone 419/756-7294], for a list of professional researchers.

We will, however, search the following set of prepared indexes of public records important for genealogical research: *Hamilton County, Ohio, Citizenship Record Abstracts, 1837-1916; Hamilton County, Ohio, Wills, 1791-1901; Hamilton County, Ohio, Death Records, 1865-1877; and Hamilton County, Ohio, Birth Records, 1874-1875.* These volumes were prepared by Lois Hughes and may be available in your local public library. We can also search an index of births and deaths acquired from Hamilton County Vital Records which covers the late 1800s to about 1910.

Please fill out the form below and mail to the address listed above along with a self-addressed, stamped envelope. Prepayment of \$10 per request is required and covers research, photocopying (up to 40 pages), and postage. Please make checks payable to University of Cincinnati. If requested record(s) is not found, your check will be returned to you. If there are more than 40 pages, you will be billed at the rate of 25¢ per page.

Due to the fragile nature of many of these materials, photocopying of originals may not be possible. However, the information will be provided by copying of the indexed record, which duplicates the information, though not the format.

Date Requested: _____ (Please allow 4-6 weeks for return of your request)

Your Contact Information:

Name: _____

Address: _____

Email: _____ (Email and phone only needed if we have questions about

Phone: _____ your request)

Please provide the following and give the approximate date for each type of record you are requesting for the named individual in the boxes provided.

County:	Name:	Birth Date	Death Date	Citizenship Date	Will Date

Any additional information which may aid in our fulfillment of your request, such as alternate spellings or names of the parents of the person for which you are requesting information?
