

# Research Services

1. The Columbia County Historical & Genealogical Society is a volunteer-run organization. Therefore, research services are offered as time and resources allow. We appreciate your patience and understanding.
2. Our services include genealogical and historical research utilizing resources available in the Society's collection. Examples of these resources include, but are not limited to:
  - Regional histories
  - Church records
  - Cemetery records
  - Surname files
  - Tax lists
  - Census records
  - Naturalization records
  - Birth, baptism, death, and marriage notices
3. Additionally, we perform limited research at the Columbia County Courthouse to locate the following record types:
  - Marriage licenses
  - Wills
  - Deeds
4. Please be complete in providing the information requested on the research forms. A full and detailed description of your research request is important in helping the researcher find the information you are requesting.
5. Please fill out a separate research request form for each specific research request.
6. Research fees are non-refundable in the event of volunteers are unable to answer questions or find relevant information. This is to cover the time and effort spent by volunteers, and we will not confirm possession in our collection before payment. **We recommend using our search database on our website before sending a request** to ensure we have information and speed up the research process. Our website is not all-inclusive.
7. Please allow four to six weeks for a reply.
8. Make your check payable to **Columbia Co. Hist. & Gen. Society** or **CCHGS**.

**Columbia County Historical & Genealogical Society**  
**50 West Main Street, Bloomsburg PA 17815-0360**  
**Email: [research@colcohist-gensoc.org](mailto:research@colcohist-gensoc.org)**  
**Telephone: 570-784-1600**

# Genealogical Research Request Form

Name of Person to be Researched: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Death date: \_\_\_\_\_ Place of death: \_\_\_\_\_  
Name of Spouse: \_\_\_\_\_ Marriage Date: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Death date: \_\_\_\_\_ Place of death: \_\_\_\_\_  
Research Question (Please be specific as to what information you would like): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of what you already know (ex. names of the parents, siblings, town/township where they lived, church attended, cemetery where buried, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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*For additional information, please use new pages*

Please check if you have already used these resources:

\_\_\_\_\_ Ancestry.com \_\_\_\_\_ Newspapers.com \_\_\_\_\_ FindaGrave.com \_\_\_\_\_ Other: \_\_\_\_\_

The starting research fee is \$15.00 and must be prepaid and received before research begins. It must be prepaid before any research is undertaken and it is non-refundable. If extra time is needed to complete the research and is authorized, the additional hourly rate is \$10.00. You will be billed a copy charge of \$0.30 per page and postal fee of \$2.00 if applicable. Notice of these additional charges will be sent, and payment is required before forwarding your copies. Payments may be made via PayPal, by calling the front desk at 570-784-1600, cash or check via mail with this form, or in-person with cash, credit card, or check.

**Current CCHGS members are responsible for membership copy charges of \$0.15 each and postage charges only.**

Name: \_\_\_\_\_ Member: \_\_ Y \_\_ N  
Address: \_\_\_\_\_ Date: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to have no more than \_\_\_\_\_ additional hours at \$10.00 per hour spent on this research.

I wish to have copies returned to me via: \_\_\_\_\_ In-Person Pickup \_\_\_\_\_ Email \_\_\_\_\_ Mail (with postage fee)

\_\_\_\_\_ I have included my Research Fee of \$15.00 (not including add. hours, copies, or postage) with this form, or I will contact CCHGS to pay through another means as described above when forwarding this form.

# Historical Research Request Form

Research Question (Please be specific as to what information you would like): \_\_\_\_\_

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Description of what you already know: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I wish to have no more than \_\_\_\_\_ additional hours at \$10.00 per hour spent on this research.

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