



Columbia County Historical & Genealogical Society

Staff-Research Service Pricing Statement

Staff-Research Services are available to assist you when you are unable to visit the Columbia County Historical & Genealogical Society in person. Requests can be submitted by phone, email, or mail. Our staff conducts both genealogical and historical research using materials from the Society's collection, including (but not limited to):

- Regional histories
- Church records
- Birth, baptism, death, and marriage notices
- Cemetery records
- Surname files
- Newspapers

Additionally, research can be conducted by volunteers at the Columbia County Courthouse to locate marriage licenses, wills, and deeds. Please note: As a volunteer-run organization, research services are offered as time and resources allow. We appreciate your patience and understanding.

Pricing Structure

To streamline our services and ensure consistency, we have updated our pricing model. Effective January 2026, all staff-conducted research will follow the structure below, and apply regardless of the type of request (*exception, Photograph Collection*):

- **Members:**
 - \$10.00 per hour, with first hour due **before** research begins
 - \$0.25 per page
- **Non-Members:**
 - \$20.00 per hour, with first hour due **before** research begins
 - \$0.50 per page
- **Student Memberships:**
 - Free research
 - Free copies
- **Postage Fee (if applicable): \$3.00**

You will be notified of any additional charges, including the cost of additional research hours, and payment is required before information and copies are forwarded.

Important Notes on Research Requests

- **All research fees are non-refundable**, even if the requested information is not found. This cost covers the service time and effort of our staff.
- **We cannot confirm whether specific information exists in our collection before payment is made.** We strongly encourage checking our **online search databases** before submitting a request to help determine if relevant information is likely to be found. (Note: the database is not all-inclusive.)

Payment Options

Payments may be made by:

- **Cash or Check** via mail
 - *Checks can be made payable to 'Columbia Co. Hist. & Gen. Society' or 'CCHGS'*
- **PayPal** with email address
- **Credit Card over the Phone** (call the front desk at 570-784-1600)

Filling Out the Research Forms

- Please complete all sections of the research form(s) with as much detail as possible as they pertain to you. A full and clear description of your request greatly improves our ability to locate the correct information.
- We cannot accept vague requests such as *"All information you have on..."*.

This fee structure allows us to continue offering high-quality research services while making the best use of our time and resources. It ensures that all requests are handled equitably and efficiently, regardless of type. Member benefits now include reduced research rates and copy fees, helping support ongoing access to the rich historical and genealogical resources in our care. Whether you are a long-time member or a first-time researcher, your support helps us preserve and share the stories of Columbia County for generations to come.

Columbia County Historical & Genealogical Society
50 West Main Street, Bloomsburg PA 17815
Email: research@colcohist-gensoc.org
Telephone: 570-784-1600

GENEALOGICAL RESEARCH REQUEST FORM

Fee is non-refundable in the event of sending records or notices based on unclear or incorrect information provided. Documents may appear in different formats, ex: newspaper articles, obituaries, certificates, etc. Death certificates do not become public records until 25 years posthumous. **For marriage licenses, please refer to "Marriage License 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): _____

For additional information, please use blank page

Description of what you already know (ex. parents' names, town/township of residence, church, occupation, cemetery where buried, etc.): _____

For additional information, please use blank page

Please check if you have already used these resources:

_____ Ancestry.com _____ Newspapers.com _____ FindaGrave.com _____ Other: _____

Name: _____ Member: ____ Y ____ N

Address: _____ Date: _____

City/State/Zip: _____

Telephone: _____ Email: _____

I wish to have no more than _____ hours at \$10.00 (*Member*) / \$20.00 (*Non-Member*) / No Cost (*Student Member*) per hour spent on this research. Payment for additional hours is not required until after contact with researcher to discuss.

I wish to have copies returned to me via: _____ In-Person Pickup _____ Email _____ Mail (*with \$3.00 fee*)

Member Copies: \$0.25 per page, Non-Member Copies: \$0.50 per page, Student Member Copies: \$0.00 per page

Initial payment of \$10.00 (*Member*) / \$20.00 (*Non-Member*) / No Cost (*Student Member*) is due with submission of form, unless paying via PayPal or with Credit Card over phone. Please contact CCHGS at research@colcohist-gensoc.org or at (570)-784-1600 for payment via these two methods.

Method of Payment: _____ Cash _____ Check _____ PayPal (with email) _____ Credit Card (over phone)

HISTORICAL RESEARCH REQUEST FORM

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

Description of what you already know: _____

For additional information, please use blank page

Please check if you have already used these resources:

_____ Ancestry.com _____ Newspapers.com _____ FindaGrave.com _____ Other: _____

Name: _____ Member: ____ Y ____ N

Address: _____ Date: _____

City/State/Zip: _____

Telephone: _____ Email: _____

I wish to have no more than _____ hours at \$10.00 (*Member*) / \$20.00 (*Non-Member*) / No Cost (*Student Member*) per hour spent on this research. Payment for additional hours is not required until after contact with researcher to discuss.

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Method of Payment: _____ Cash _____ Check _____ PayPal (with email) _____ Credit Card (over phone)