



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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NATURALIZATION RECORDS REQUEST FORM

Information may include Petitions for Naturalizations, Declarations of Intentions, and/or Certificates of Arrival. Fee is non-refundable in the event of sending records based on unclear or incorrect information provided. **Please use a New Form for each Naturalization Request, including Spouse, Children, etc.**

Name of Person to be Researched: _____

Birth date: _____ Place of birth: _____

Death date: _____ Place of death: _____

Additional Name(s): _____

Date of Immigration: _____ Year _____ Month _____ Day _____

Date of Naturalization: _____ Year _____ Month _____ Day _____

Occupation(s): _____

Name of Spouse: _____ Marriage Date: _____

Birth date: _____ Place of birth: _____

Death date: _____ Place of death: _____

Additional Name(s): _____

Date of Immigration: _____ Year _____ Month _____ Day _____

Date of Naturalization: _____ Year _____ Month _____ Day _____

Occupation(s): _____

Notes: _____

For additional space, please use new pages

Please check if you have already used these resources:

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

Have you referred to our online database found on our website? _____ Yes _____ No

Name: _____ Member: ____ Y ____ N

Address: _____ Date: _____

City/State/Zip: _____

Telephone: _____ Email: _____

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WWI DRAFT REGISTRATION REQUEST FORM

Please fill in information requested below when requesting a copy from the World War I Draft Registration Cards collection. Each request includes two pages: the front of the card and the back of the card. Information on contents of collection can be found by searching under "Search for Name" on our website.

WWI Draft Registration Cards

Name of Person: _____

Birth Date: _____ Place of Birth: _____

Roll Number (found on our website): _____

Target Number (found on our website): _____

Name of Person: _____

Birth Date: _____ Place of Birth: _____

Roll Number (found on our website): _____

Target Number (found on our website): _____

Name of Person: _____

Birth Date: _____ Place of birth: _____

Roll Number (found on our website): _____

Target Number (found on our website): _____

For additional requests, please use new pages

Please check if you have already used these resources:

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

Have you referred to our online database found on our website? _____ Yes _____ No

Name: _____ Member: ____ Y ____ N

Address: _____ Date: _____

City/State/Zip: _____

Telephone: _____ Email: _____

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MARRIAGE LICENSE REQUEST FORM

COLUMBIA COUNTY COURTHOUSE

Columbia County began issuing marriage licenses in 1885. Starting in 1913, if either the groom or bride was not twenty-one years old, the parents needed to sign a consent form.

Please provide as much information as possible when requesting a copy of a marriage license. Fee is non-refundable in the event of sending a marriage license of the wrong couple based on unclear or incorrect information provided. **Both Groom's and Brides names are required.**

Columbia County Marriage License

Groom's Name: _____

Residence: _____

Bride's Name: _____

Residence: _____

Date of Marriage: _____

Notes: _____

For additional requests, please use new pages

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)

WILL REQUEST FORM

COLUMBIA COUNTY COURTHOUSE

By an act of the Pennsylvania General Assembly on March 22, 1813, Columbia County was created from Northumberland County. After this date the will of a person who lived in Columbia County at the time of death would have, most likely, been filed in the Register and Recorder Office in the Columbia County Courthouse. Wills before this date will be filed in the county of that year. Please provide as much information as possible when requesting a copy of a will from the Columbia County Courthouse.

Columbia County Wills

Full Name: _____

Residence, Township or Town: _____

Year of Death: _____

Names Of Family Members: _____

Please provide any other information that would be helpful to the researcher about the individual whose will you wish to find: _____

For additional requests, please use new pages

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)

DEED/LANDRECORD REQUEST FORM

COLUMBIA COUNTY COURTHOUSE

Please provide as much information as possible when requesting a copy of a deed from the Columbia County Courthouse. By an act of the Pennsylvania General Assembly on March 22, 1813, Columbia County was created from Northumberland County. A person after this date, who lived in Columbia and owned real estate (landed property), would have the deed or land title filed at the Register and Recorder Office in the Columbia County Courthouse. Wills before this date are uncommon to be found in the Columbia County Courthouse and are usually found in the county courthouse of that year.

Columbia County Real Estate Deeds

Name(s) of Property Owner(s) _____

Location of Property, Township Or Town: _____

Approximate Year of Acquisition: _____

Please provide any other information that would be helpful to the researcher about the property and/or owner(s):

For additional requests, please use new pages

Name: _____ Member: ____ Y ____ N

Address: _____ Date: _____

City/State/Zip: _____

Telephone: _____ Email: _____

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