



www.libraryforlife.org/localhistory/

Local & Family History Services, St. Joseph County Public Library

**Request for Information**

Thank you for your interest in St. Joseph County, Indiana, history or genealogy. Although we cannot do your family or local history research for you, if you contact us we will be happy to give you assistance and guidance as you pursue your own research.

We are happy to help long-distance or homebound patrons with look-ups of items such as obituaries, marriage licenses, and newspaper articles. Long-distance patrons—individuals living outside St. Joseph County—will be charged \$10 per hour of research, with a minimum charge of \$5. (Roughly 10 items can be looked up in 1 hour.)

The fee is a flat rate, includes the cost of copies as well as postage, and will be billed to you after the research is complete. Volunteers or staff members will spend up to one hour per request. Because each request takes time, you will be charged whether we find information or not. For more information, contact us at 574-282-4621 or local.history@sjcpl.org.

Please provide the following information:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, and Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Please be as specific as possible in telling us what information you would like us to look up for you. (Continue your request on the reverse side if necessary.) We can only look up and send specific items for which you provide a date or narrow date range, such as obituaries, marriage licenses, newspaper articles, Service Notes, and the like. Information requested must be specific (e.g., “Please send me the obituary for John Smith who died on January 27, 1945”) rather than open-ended (e.g., “Please send me all the information you have on John Smith and his family”).

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**Please submit this form to Local & Family History Services,  
St. Joseph County Public Library, at the address below. You will receive your requested items  
and a bill, typically within 1-4 weeks.**