

KentuckyHistoricalSociety

Special Collections and Reference Services
100 W. Broadway • Frankfort, KY 40601
502-564-1792 • (fax) 502-564-0475 • history.ky.gov

Library and Special Collections Reference Request

Please type or print clearly. Use a separate form for each request, and submit one form at a time. Patrons must enclose a **\$15.00 non-refundable processing fee, check or money order only**. Mail the completed form to **Library-Research Services, Kentucky Historical Society, 100 West Broadway, Frankfort, KY 40601-1931**. Please allow up to eight weeks for a response. (Due to the large volume of inquiries, we are unable to accept e-mail or fax requests.)

Name:	
Company/Org.:	
Address:	
City/State/Zip:	
Telephone:	
Fax:	
Email:	

Library/Genealogical Reference Request:

The library staff will consult **indexed sources** for **one person in one record** (i.e. will, birth or death certificate, land grant, cemetery record, etc.).

Specify your search request (You must complete this section. Be as specific as possible):

Ancestor name: _____

County of record: _____ Year: _____

Other relevant information: _____

(Use this space to help us narrow search results to the correct ancestor for this request. For example, if the record checked below pertains to more than one name, you may enter all known pertinent names, i.e. bride and groom for marriage record, or siblings and parents on census record. This space may not be used to broaden the request to include other ancestors or records.)

Records previously searched: _____

(We don't want to waste your money searching a record you already have or one that you have already checked.)

Please provide a brief description of your request:

(OVER→)

(Continue description from opposite side)

For **in-depth research of non-indexed materials** (surname files, church records, and other sources), please contact our staff researcher. Fees per hour: \$25.00 (KHS Members), \$40.00 (Non-Members). We also have a professional researchers list, which is available upon request. Please send a self-addressed, stamped envelope and we will be happy to send you a copy.

*****Archival Reference Request:**

If available, please provide the collection name, number and box number from the research you are requesting.

Project Description (optional):

Search Request:

***Please see the separate Special Collections photocopy forms for policies and fees related to photocopies.

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