



Brown County Genealogy Request Form

Part 1: Your Information

Name	
Street Address	
City, State & Zip	
E-mail	Phone

Part 2: Research Request (*Required)

*Surname	*Given Name
Please complete as much of the following	Information as possible
Birth Date	Birth Location
Death Date	Death Location
Father's Name	Mother's Name
Spouse's Name	Children's Names

*What research information are you requesting? Please be specific

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*Sources you have already checked. Please be specific

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Research Agreement

Research Policy:

A \$15 minimum **pre-payment** is required prior to begin research and is non-refundable

Research requests and findings can be done Via Email, Postage mail or via phone.

Fees:

NON-MEMBER walk-in patrons is \$5.00

\$15 per hour **Non-refundable** fee that must be paid prior to beginning any research. The cost for each additional hour of research will be \$5.00 per hour. Cash check or money order only.. **We do not have the capabilities of processing credit cards.**

\$0.25 per page for B/W copies \$0.50 Color copies

Research will be conducted from resources available at Brown County Genealogy Society and Brown County Courthouse.

Brown County Genealogy Society Policies:

Please allow 4 weeks for completion of requests

Copyright protection laws are observed. No more than 20% of any publication will be copied.

Complete and sign this section:

I enclose my payment for \$15 for 1 hour's research. If more information is available than one hour of research cover's, I will be billed the additional cost at \$5 per hour, up to a limit of _____(please specify) hours. The initial \$15 research time includes the time spent making copies and writing reports about my request, as well as copies and postage for up to 10 pages. Additional copies will be billed to me at \$0.25(B/W) \$0.50(color) per page. And any shipping/research fees.

Signed _____ Date _____

TO SUBMIT YOUR REQUEST. MAIL TO:

BROWN COUNTY GENEALOGICAL SOCIETY

116 South 7th Street

HIAWATHA, KS 66434