We will be glad to conduct an initial 30-MINUTE search for you free of charge. Photocopies of documentation are a separate fee. Please visit our website [***www.hchsmd.org***](http://www.hchsmd.org)for a full list of our fees.

Requestor Information (complete 2-page form or attach previous documentation):

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Today’s Date:** |
| * **Walk-In**
 | * **Phone**
 | * **E-Mail**
 | * **U.S. Mail**
 | * **Other:**
 |
| **Name:** |
| **Street Address:** |
| **City:** | **County:** | **State:** | **Zip:** |
| **What is the best way for us to contact you? (Provide all that are applicable):** | **Home Phone:** | **Cell Phone:** | **E-mail:** |
| **Research Topic (be as specific as possible):** |
| **Name of Residence/House/Business/Place:** | **Other:** |
| **Are you a member of the Howard County Historical Society?** | **Yes** | **No** | * **No, but interested in information about membership**
 |

**Please provide as much detail as possible regarding your research topic by completing the additional sections to the best of your knowledge:**

**General Information**

Please check all that apply in this table to guide us to the general information to gather for your research:

|  |  |  |
| --- | --- | --- |
| **Historical Data:*** Revolutionary War
* Civil War
* World War I
* World War II
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Time Period:*** 1700 – 1799
* 1800 – 1899
* 1900 – 1999
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Genealogy:*** Marriage Records
* Obituaries
* Voter Registration
* Family Tree Information
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Geographical:*** Maps
* Plats
* Cemetery Location
* House/Bldg. Location
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Professional/Political:*** Newspaper articles
* Biographies
* Ownership Information
 | **If there are photos in the files, do you want copies?*** Yes
* No
 |
| * **Maryland Historical Trust Information**
 |
| * **Other:**
 |

**Howard County Residence Information**

|  |  |
| --- | --- |
| What town or area was the place located in? |  |
| What date range(s) is/are appropriate? |  |
| Do you have an address (street) for place? |  |
| Do you know the name, family or other pertinent information (e.g., market, tailor, funeral home) of the place to be researched? |  |

**For Office Use (To be completed by Volunteer Researcher):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Time** | **Researcher** |
| **Research Initiated:** |  |  |  |
| **Research Completed:** |  |  |  |
| **Is there any further follow-up needed?** | **Yes** | **No** | **If answer is yes, please explain:** |
|  |