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:** | | |
|  | | | | | | |