



Genealogical Records Request Form

Archives & Rare Books Library
PO Box 210113
University of Cincinnati
Cincinnati, OH 45221-0113

Phone: 513-556-1959
Email: archives@uc.edu

Your Contact Information

TODAY'S DATE (PLEASE ALLOW 2-3 WEEKS FOR RESPONSE)

YOUR NAME

STREET ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

The Library does not conduct general genealogical research. We refer patrons to the Hamilton County Genealogical Society, which has a list of professional researchers at <http://www.hcgsohio.org/research.shtml>. The Society can be reached at P.O. Box 15865, Cincinnati, Ohio 45215-0865 or 513.956.7078.

We will search and provide the following records:

- City of Cincinnati birth records, 1874-1908, and death records, 1865-1908 (These are also freely available online at <http://drc2.libraries.uc.edu/handle/123456789/1>)
- Hamilton County Wills 1791-1901 (Check the index of available records at http://www.libraries.uc.edu/libraries/arb/archives/collections/natdec/will_index.html.)
- Hamilton County Citizenship Papers 1837-1916 (Actual records *cannot* be copied. We will provide a copy of the transcription, which includes the complete information from the record. The index and transcription are also freely available online at <http://www.libraries.uc.edu/libraries/arb/archives/collections/natdec/index.html>.)

Please fill out the form and mail to the address listed above. **A self-addressed, stamped envelope is required.** If you are requesting more than two wills, please provide a large envelope (at least 9x12). Prepayment of \$10 is required and covers research and photocopying (up to 40 pages). We accept checks or money orders made payable to "University of Cincinnati." We are unable to accept credit card payments. If there are more than 40 pages, you will be billed at the rate of 25¢ per page. If none of the requested records are found, your payment will be returned to you.

Please provide the following and give the approximate date for each type of record you are requesting for the named individual in the boxes provided.

Name:	Birth Date	Death Date	Citizenship Date	Will Date	Will Box # from index	Will Case # from index

Any additional information which may aid in our fulfillment of your request, such as alternate spellings or names of the parents of the person for which you are requesting information:
