Genealogical Records Request Form

Contact Us
Archives & Rare Books Library
University of Cincinnati
PO Box 210113
Cincinnati, OH 45221-0113
Phone: 513-556-1959
Email: archives@ucmail.uc.edu
Website: libraries.uc.edu/libraries/arb

Instructions
The Library does not conduct general genealogical research. We will search and provide the following records:

- City of Cincinnati Birth (1874-1908) and Death records (1865-1908)
- Hamilton County Wills (1791-1901)
- Hamilton County Citizenship Papers (1837-1916)

Please mail the form 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 only accept checks or money orders made payable to “University of Cincinnati.” 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 allow 2-3 weeks for delivery.

Request Form
Your Contact Information:

Name: ________________________________ Today's Date: ________________

Address: ______________________________________________________________________________________
________________________________________________________________________________________

Phone: ___________________________ Email: ___________________________

Please fill out the following information as applicable to your request. You may attach an additional sheet of paper.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Birth Date</th>
<th>Death Date</th>
<th>Citizenship Date</th>
<th>Will Date</th>
<th>Will Box # from index</th>
<th>Will Case # from index</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

______________________________________________________________________________________