



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.

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. For example, alternate spellings or names of the parents of the person for which you are requesting information:

