

# RESEARCH REQUEST FORM

Anderson Allyn Room, Chardon Library, 110 E. Park, Chardon, OH 44024  
[history@geaugalibrary.info](mailto:history@geaugalibrary.info) (440) 285-7601

Person/Family Being Researched: \_\_\_\_\_ Time Period: \_\_\_\_\_

Spouse: \_\_\_\_\_ Geauga County Township: \_\_\_\_\_

- Specific Request:  I would like the records indicated below.
- Please tell me what records are available on the above person/couple.
- Other: \_\_\_\_\_

My Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_ Date of Request: \_\_\_\_\_

## To request specific records:

Use the indexes linked to each record type listed below to research your ancestor. Next to the record type, fill out date, volume/page or other citation. Please limit probate/estate requests to two. Send us this filled out Research Request Form via mail or e-mail. **Wait to send payment until we respond with the actual cost.** The fee is \$3 per name per record requested, with a .25 per page copy or scan charge if the record has more than two pages. We will scan and e-mail documents of 6 pages or less and mail paper copies for requests resulting in more than 6 pages. If you prefer, we can send all records by mail. Your requests will be filled as quickly as possible.

## To request an obituary:

To check availability of a Geauga County obituary, go to the Rutherford B. Hayes Library's Ohio Obituary Index (<http://www.rbhayes.org/hayes/index/>). Follow the instructions on the Hayes Site.

## For general research:

Check the box above that says "Please tell me what records are available on above person/couple". Send an ancestor chart and family group chart(s) that show what you already know about the person, including a generation before and after that person. (Click here for link to downloadable paper ancestor chart, family group chart, and instructions for filling out <http://www.ancestry.com/trees/charts/familysheet.aspx>). Your request will be evaluated and you will be notified whether our limited research service can answer your request. *Otherwise, you will be referred to an experienced private researcher.*

**Marriage Licenses:** (1825-1919) (link to index at GCPL or at <http://www.usgwarchives.net/oh/geauga.htm>)

Citation(s): \_\_\_\_\_

**Marriage Records:** (1806-1919) (link to index at GCPL or <http://www.usgwarchives.net/oh/geauga.htm>).

Citation(s): \_\_\_\_\_

**Birth Records:** (1867-1908) (link to index at [www.gcgsob.org](http://www.gcgsob.org)).

Citation(s): \_\_\_\_\_

**Death Records:** (1867-1908) (link to index at [www.gcgsoh.org](http://www.gcgsoh.org)).

**Citation(s):** \_\_\_\_\_

**Probate Packets:** (1805 – 1917) (link to index at GCPL or at <http://www.usgwarchives.net/oh/geauga.htm>)

**Citation(s):** \_\_\_\_\_

**Probate Ledger Books:** (1806 - 1955) (link to index at GCPL or at

<http://www.usgwarchives.net/oh/geauga.htm>)

**Citation(s):** \_\_\_\_\_

**Cemetery Records:** (link to index at GCPL)

**Citation(s):** \_\_\_\_\_

**Please Check if You Want These Records Searched:** (“Results” line is for our use.)

**Tax Duplicates:** (1810 – 1824 incomplete; 1825 – 1922)

Results: \_\_\_\_\_

**Family Group Sheets:** Results: \_\_\_\_\_

**Family Files:** Results: \_\_\_\_\_

**Books:**

*Pioneer History of Geauga County*, 1880 (Results: \_\_\_\_\_)

*Gauga County History* 1953 (Results: \_\_\_\_\_)

*History of Lake and Geauga Counties, Ohio* 1878 (Results: \_\_\_\_\_)

*Gauga County: Ohio, A Pictorial History*, 1989 by James J. Anderson, Jeannette Grosvenor  
(Results: \_\_\_\_\_)

*Raccoon Brigade: Soldiers of the Revolutionary War Buried in Geauga County, Ohio*, 1990 by Jeannette Grosvenor (Results: \_\_\_\_\_)

*Women in the Western Reserve Before 1840/50*  
(Results: \_\_\_\_\_)

*Women in Geauga County Before 1840/1850* (Results: \_\_\_\_\_)

Histories of several Geauga County townships (Results: \_\_\_\_\_)

Family Histories (Results: \_\_\_\_\_)

Yearbooks for Chardon High School (Results: \_\_\_\_\_)