



Berks County Genealogical Society

201 Washington Street – Room 413

Reading, PA 19601-4040

Phone: (484) 509-4806

Email: research@berksgenes.org Website: www.berksgenes.org

Research Request Form

Please send this completed form along with payment for the initial first hour of research, **\$40.00 for members, \$60.00 for non-members**. If we need additional time for research, we will advise you before continuing. We will check the resources available in our library for your ancestor including church and cemetery records, ministers' records, tax and court records, military records, the vertical file and any other resources in our library. There is no guarantee that we will have what you need to find. We will do our best to answer your questions, but in the event that we cannot find what you are looking for, there will be no refund of the fee.

Included in the research fee is 10 photocopies of information we may find (five sheets, double-sided; additional charge for more – we will contact you if necessary). **Please allow 6-8 weeks for a reply.**

Exactly what information are you requesting? Please be brief and as specific as possible. Include as much information as you already know. Use another page if needed.

Name of person (include alternate spellings): _____

Birth/marriage/death dates: _____

Occupation: _____

Name of spouse/parents/children: _____

Residence (city/township): _____

The question you want us to answer for you:

Your name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Amount enclosed: _____

Send this completed form, your check or money order made payable to BCGS, and a self-addressed stamped (one first-class stamp) business-size envelope to:

Berks County Genealogical Society
201 Washington Street Room 413
Reading, PA 19601

Please write legibly! Do not email research requests. Print the form, Fill it out, and mail with your payment. Research requests submitted in any form without payment will not be honored.