



# THE COUNTY OF CHESTER



Archives and Records Services  
601 Westtown Road, Suite 080  
P.O. Box 2747  
West Chester, PA 19380

## Limited Reference Request Form

The Chester County Archives is now offering a limited reference service for the convenience of researchers who are unable to visit our facility. This service is intended to aid those seeking genealogical or local history information; however, this is a preliminary search only. Limited staff availability prevents us from providing extensive research services or analyzing particularly problematic genealogies. **It is the responsibility of the client to analyze and evaluate all documents and reports** provided by this service.

The fee for a limited reference search is \$30.00 and is for a 1 hour project including:

1. Search of applicable indexed county records at the Chester County Archives.
2. Up to 20 photocopies of relevant documents (relevance to be determined by the archivist conducting the search).
3. Brief report summarizing results and recommendations for further research.
4. All photocopies and report will be delivered via email in PDF format.

Please fill out and return along with check or money order payable to the Chester County Historical Society (no cash please). Credit card payment is available through PayPal. Please email ([CCArchives@Chesco.org](mailto:CCArchives@Chesco.org)) for instructions.

Client Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Subject of Search

Research Subject (1 individual per request; Be as specific as possible) \_\_\_\_\_

Specific question/s to be answered: \_\_\_\_\_

Township \_\_\_\_\_

Approximate time period \_\_\_\_\_

Family Members \_\_\_\_\_

Additional Information (Attach additional pages if necessary: Providing more information greatly increases the chances of successful search.) \_\_\_\_\_

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