**RESEARCH REQUEST FORM**
**Boothbay Region Historical Society**

Information on the Society's research services can be found at https://boothbayhistorical.org/the-brhs-research-services/.

To initiate a research request, please come to the Society in person or contact the Society by mail, telephone, or email at P.O. Box 272, Boothbay Harbor, Maine 04538; (207) 633-0820; or info@boothbayhistorical.org.

Please submit your request using this form, which is available at the Society and on its website, where it can be completed and submitted electronically or by mail.

Date of submission of request: _____

Please indicate how you would like to receive your response and provide your contact information:
Name: _____
Mailing Address: _____
Phone: _____
Email: _____

**Type of request:** (__) genealogical; (__) local history; (__) photographs; (__) research involving primary documents in Society's archives.

**Fees:** The first half-hour of research is performed without charge. You will be charged $20.00 for next hour and $10.00 per hour thereafter. Electronic copies of documents are provided without charge. Hard copies of documents are available for a modest fee based on the number of copies and postage.

**Your Request** (Please be as detailed as possible and please list personal names, place names, and other key-words that the researcher should pursue. Use the back of the sheet if necessary. Please tell us what sources you have consulted before contacting us.):

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**Note:** We would be pleased to receive copies for our files of any materials you may have that relate to the subject of your request or, more generally, to Boothbay. Your name in one of our files may alert a subsequent Patron of your interest in the subject, allowing the two of you to correspond.

**FOR IN-HOUSE USE:**

BRHS researcher responding to request: _____

Date request received by researcher: _____; Date response sent to Patron: _____

Summary of sources consulted, results found, and response sent to Patron (use back if necessary):

Notes re additional follow-up needed:

**FOR REQUESTOR'S USE:**

**Request** (additional details):