



Holmes County District Public Library  
3102 Glen Drive, Millersburg OH 44654  
Phone: 330-674-5972 Fax: 330-674-1938  
[www.holmeslibrary.org](http://www.holmeslibrary.org)

## **Genealogy and Local History Research Request Form**

The Holmes County District Public Library accepts requests for genealogy and local history information from individuals living outside of the county on a \$10.00 per hour basis. Obituaries are \$5.00 each, without the \$10.00 search charge. County residents may request information without the fee.

Research requests must be PREPAID with a check or money order payable to *Holmes County District Public Library*. Please DO NOT send cash. Up to ten copies are free with the search fee; however, each copy over 10 is \$.15 per page. If the search should continue over one hour, we will contact you to discuss your preferences for further research. We will also contact you if we need to make more than 10 copies.

Print the form on the next page and specify the exact information you would like to obtain. **Please do not request ALL information about a certain person, family or event.** Requests for “anything” and “everything” are too broad for our staff to handle. Also, because of limited staff time, extensive searches may take longer to complete. Some searches may take weeks of research; however, you may contact us to inquire about the status of the search.

Please mail the total amount to the address above with **attn: Reference** on the envelope.

If you would like more detailed research, you may contact the Holmes County Genealogical Society, PO Box 136 Millersburg, OH 44654 (330) 674-1913 or visit the following site for a list of Ohio researchers  
[www.ohiohistory.org/resource/archlib/resrchrs.html](http://www.ohiohistory.org/resource/archlib/resrchrs.html)

If we contact you and do not hear from you within 30 days, we will assume you do not want us to proceed, and any prior payments will be considered donations.

Thank you for your interest in Holmes County genealogy. Feel free to contact us with any questions about our research policies.

Please forward this request copy with your payment to:  
Holmes County District Public Library  
Attn: Reference  
3102 Glen Dr.  
Millersburg, OH 44654

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Phone Number \_\_\_\_\_

Your Email \_\_\_\_\_

Full name(s) of the Individual(s) you are searching.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Period \_\_\_\_\_

What records are you requesting? \_\_\_\_\_

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What online or print resources have you used already?

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Additional Information:

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{You may use the back for extra information.}