

Research Request and Order Form

There are two sections to this form. One for General Research and One for ordering indexed records from our website.

Requester's Name:

Address:

City, State, Zip:

Phone:

Email:

General Research

The base fee is **\$15.00 per hour** for searching one name or family. The base fee includes up to 4 pages of copies plus the cost of a first class postage stamp. The charge for each additional page is \$0.25 plus postage in excess of the cost of a first class stamp. You can put a cap on the amount of hours you want our staff to research. No refund will be provided for records that are searched but not found.

When submitting a request, please be as specific as possible by including all the information you currently have on the person or family. For example, If you do not have an exact birth date or death date please estimate the year. Please do not send requests asking for "all" information available about a subject, family name, or specific person. Requests for "anything" or "everything" are too broad for our staff to handle.

Hours Requested to Research _____ x \$15.00

Total Research Fee \$_____

Name of Person Researching:

Birth Date:

Death Date:

Spouse:

Children:

Place(s) lived within McPherson County, Kansas:

Other place(s) lived:

What are you specifically trying to find or determine?

Online Indexed Records Order Form

Instructions:

Use this section of the form to request copies of records specific INDEXED. Use our online indexes at www.oldmillmuseum.org to determine if we hold the specific records you want. Please check for each online index when ordering and provide as much detail as possible:

Probate Journal Record.

First Record \$2.00 First Record \$2.00
 Ea. Additional Record _____ x \$1.00 Total Probate Records \$ _____
Note: These records sometimes include several pages (11 x17). The fee covers up to 3 pages, each additional page is .50 cents.

	Name on Record	Date	Page #
1			
2			
3			

Marriage Record.

First Record \$2.00 First Record \$2.00
 Ea. Additional Record _____ x \$1.00 Total Marriage Records \$ _____

	Name on Record	Date	Spouse
1			
2			
3			

Divorce Record.

First Record \$2.00 First Record \$2.00
 Ea. Additional Record _____ x \$1.00 Total Divorce Records \$ _____
Note: These records sometimes include several pages (11 x17). The fee covers up to 3 pages, each additional page is .50 cents.

	Name on Record	Date	Spouse
1			
2			
3			

Naturalization Record.

First Record \$2.00

First Record \$2.00

Ea. Additional Record

_____ x \$1.00

Total Naturalization Records \$ _____

	Name on Record		
1			
2			
3			

Obituary.

First Record \$2.00

First Record \$2.00

Ea. Additional Record

_____ x \$1.00

Total Obituary Records \$ _____

	Name on Record	Date	Newspaper
1			
2			
3			

Train Funeral Home Records.

First Record \$2.00

First Record \$2.00

Ea. Additional Record

_____ x \$1.00

Total Funeral Records \$ _____

	Name on Record	Date	Book No. & Page No.
1			
2			
3			

Teacher Certificates.

First Record \$2.00

First Record \$2.00

Ea. Additional Record

_____ x \$1.00

Total Certificates Records \$ _____

	Name on Record	Date	Book No. & Page No.
1			
2			
3			

[] Photographs.

First Record \$5.00

First Record \$5.00

Ea. Additional Photograph _____ x \$5.00

Total Photographs Records \$ _____

Note: Photographs can be emailed in a digital format.

	Name	Description
1		
2		
3		

[] Galva History Book, Canton History Book & Swedish American Culture/Lindsborg

First Page .25 x No. of Pages _____

Total Pages Copies \$ _____

Note: Photographs can be emailed in a digital format.

	Book Name	Indicate Page Number(s)
1		
2		

Please return the form to:

McPherson County Old Mill Museum

Attn: Archives

P.O. Box 94 / 120 Mill St.

Lindsborg, KS 67456

(785) 227-3595

Email: info@oldmillmuseum.org