

State Historical Society of Iowa
Library
600 East Locust Street
Des Moines, IA 50319

State Historical Society of Iowa
Library
402 Iowa Avenue
Iowa City, IA 52240

Research Request Form

Name: _____
Address: _____
City/State/Zip: _____
Phone and/or E-mail: _____

Name of person and/or event to be researched: _____
Date(s) of event: _____
Location of event: _____
Type of record requested: _____
Maximum willing to pay for research: _____
Additional information:

FEES AND SERVICES:

The base fee for our reference service is **\$15**. **This fee is required in advance** and includes up to 30 minutes time, up to ten copies, and postage. Additional research fees will be assessed at \$15 per 30 minutes. **Additional copies are assessed a fee of 25¢ per page plus postage.**

Additional POSTAGE FEES:

- 11-25 copies..... additional \$1
- 26-50 copies..... additional \$2
- 51-100 copies..... additional \$3
- 101-150 copies..... additional \$4

Please note: In all cases, SHSI reserves the right to deny a request depending on condition of materials, staff availability, and in accordance with copyright restrictions.

We cannot guarantee that the information requested will be found, but we must still charge for the search time involved. Additional research, copy, and postage fees will be billed to you.
All requests for marriage, birth, and death records should be directed to the Des Moines facility.