Research Request

Calaveras County Archives

Date of Request:_____

Organization, Business or Person Making Request:

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Subject of Research:

Person(s), Place(s), Historical Incidents(s), etc. Give a brief background of persons, families or event about whom or which you are inquiring. Include all names, dates, names of towns, etc., which will aid the archivist in locating data.

_____

_____

_____

_____

_____

_____

_____

Agreement: It is my understanding that: 1) The charges for the above research are $10.00 per hour with a $10 minimum charge for genealogical research and $15 per hour with a $15 minimum for property research 2) A non-refundable deposit of $10.00 (or $15.00) is to be paid and accompany this application 3) Upon notification the research has been completed, the Calaveras County Archivist will bill me in the Amount Due as indicated below, and I will submit payment for said amount by check or money order 4) A copy of the research material will be sent to me once the payment has cleared the bank.

Signature: _____

I WISH TO LIMIT THE AMOUNT CHARGED FOR RESEARCH TO $ _____

Researched by: _____ Date Completed_____

Hours Researched _____ **Number of Copies** _____

Charges:

Hours		_____
Copies	+	_____
Postage/Handling	+	_____
Deposit	-	_____
Amount Due		_____

Promptly remit payment to:
Calaveras County Archives
891 Mountain Ranch Rd.
San Andreas, CA 95249
Attn: Shannon Van Zant

Calaveras County Archives: 46 N. Main St., San Andreas, CA 95249
Phone: (209)754-3918 Email: archives@goldrush.com
Please call or check website (http://www.co.calaveras.ca.us/departments/admin/archives.asp) for hours