



Historical Society
of Pennsylvania

Research by Mail Request Form

1. **Please print** and fill out all sections of this form.
2. Mail this form with **a specific research request and payment** to: Research by Mail, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107-5699. If you are paying by credit card, you can also fax the form to 215-732-2680.
3. We aim to complete all research requests within approximately 8 weeks of receiving payment. Rush requests will be completed within approximately 2 weeks.
4. In your research request, please tell us: A) what you already know, such as locations and likely religious affiliation (if known); B) what you'd like to find out; C) a summary of where you've already looked, such as Ancestry.com, census, etc.

Your name: _____ Today's date: _____

HSP Member? (circle one) Yes No Daytime phone: _____

Street address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Send me news about:

- ☐ Genealogy and community history ☐ Education Resources for teachers
☐ Scholarly events and publications ☐ Young Friends events and programs
☐ I do not want to receive e-mail newsletters from HSP

Research By Mail Fee Schedule (fees subject to change):

Service	HSP Members	Non-Members
First research hour	\$35	\$60
Each additional hour	\$30	\$50

Please add an additional \$20 per hour for rush service.

Method of Payment:

____ Check (make checks payable to Historical Society of Pennsylvania)

____ Credit Card (See below)

Amount \$ _____

Credit Card Authorization:

I hereby authorize the Historical Society of Pennsylvania to charge the credit card number listed below for research/reference services.

Charge to: Visa _____ Mastercard _____ American Express _____

Card number: _____ Expiration date: _____/_____/_____

Cardholder name: _____

Cardholder signature: _____

HSP will not deposit your check or charge your credit card until research services are completed.