



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.

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

**New and initial requests require a minimum of two hours. 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.