

**Chester County Archives and Records Center  
Limited Reference Request Form**

The Chester County Archives is now offering a limited reference service for the convenience of researchers who are unable to visit our facility. This service is intended to aid those seeking genealogical or local history information; however, this is a preliminary search only. Limited staff availability prevents us from providing extensive research services or analyzing particularly problematic genealogies. **It is the responsibility of the client to analyze and evaluate all documents and reports** provided by this service.

The fee for a limited reference search is \$30.00 per request and includes the following:

1. Search of all applicable indexed county records housed at the Chester County Archives.
2. Up to 20 photocopies of relevant documents (Relevance to be determined by the archivist conducting the search). If a client requests copies of *all* documents, copies over 20 will be billed at \$0.50/page. Note: Client may request a dollar limit on additional copying prior to project commencement.
3. Brief report summarizing results and recommendations for further research.

Please fill out and return along with check or money order (no cash please) to:

**Chester County Archives  
601 Westtown Road, Suite 080  
P.O. Box 2747  
West Chester, PA 19380**

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Client Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Subject of Search**

Research Subject (1 per request; Be as specific as possible) \_\_\_\_\_

Township \_\_\_\_\_

Approximate time period \_\_\_\_\_

Family Members \_\_\_\_\_

Religious Affiliations \_\_\_\_\_

Additional Information (Attach additional pages if necessary: Providing more information greatly increases the chances of successful search.) \_\_\_\_\_  
\_\_\_\_\_  
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