

## **Southern Ohio Genealogical Society Research Request**

The form below is used to submit your research request for either one person or one married couple. If you have more than one person or one married couple, multiple requests need to be submitted. Many of the Highland County Court House records have been copied and organized into our publications. These publications are listed on our website: [www.sogs.info](http://www.sogs.info). The request for Highland County ancestral research is done by volunteer SOGS members and it is very important that you provide us with as much accurate information about your ancestor to help cut down the amount of time our volunteers must spend.

**Research fees and expenses:** (Note: This expense is charged even if no information is found.)

- SOGS Members will be charged \$20.00/hr. for research and travel within Highland County.
- SOGS members will be charged \$0.75/page for BW copies plus postage.
- Non-members will be charged \$25.00/hr. for research and travel within Highland County.
- Non-members will be charged \$1.00/page for BW copies plus postage.
- SOGS does not provide certified copies of birth and death certificates.
- All requests must be accompanied with a check or money order for the first hour of research. Additional needed research will be billed accordingly.

**How you can help and contact us: Retain this page for your information.**

- Accurately complete as much information on the second page as possible.
- If you are not certain of exact dates, indicate them as approximate date: APX.
- Be specific about what information you are seeking in this request.
- Include a list of documents that you already have to prevent duplication.
- The more information you share the less time it will take the researcher.
- Please allow four to six weeks for this request to be completed.
- Mail to: SOGS, P.O. Box 414, Hillsboro, Ohio 45133
- E-mail: [sogs414@gmail.com](mailto:sogs414@gmail.com)

### **Ancestral Information Request**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Current SOGS Member: (circle one) Yes                      No

=====

Full name of your ancestor: \_\_\_\_\_

List time frame in years this ancestor lived in Highland County: \_\_\_\_\_ - \_\_\_\_\_

Town or township where they lived: \_\_\_\_\_

Date born: \_\_\_\_\_ Date married: \_\_\_\_\_ Date died: \_\_\_\_\_

Name of spouse: \_\_\_\_\_

Date born: \_\_\_\_\_ Date died: \_\_\_\_\_

Children born to this couple: \_\_\_\_\_

\_\_\_\_\_

Additional information that may help the researcher: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List your specific research requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_