RESEARCH REQUEST GUIDELINES AND FEES

Thank you for your interest in Rockford Public Library’s Local History research request service. Before submitting your research request, please review the following:

- Requests may be submitted through either email or postal mail using the contact information above. To streamline the request process, please record relevant information on this form only (without attaching additional pages).
- Please make sure your request is as specific as possible. You will be notified if your request is too general or beyond the scope of our service. This service is limited to resources available at Rockford Public Library.
- Please submit a maximum of 1 (one) research request form (containing up to 3 (three) separate requests) per week.
- Please check preferred method of delivery: Scanned copies (email) [ ] Physical copies (postal mail) [ ]
- There is a prepaid fee of $15.00 per hour (or a portion there of) for all research requests.

RESEARCH REQUEST FORM

Check this box to indicate that you have reviewed the Rockford Public Library’s Local History research request guideline and agree with terms and fees. Please print or type clearly.

Your Name__________________________________________ Date of Request__________________
Address__________________________________________________________
City_____________________________ State___________________ Zip Code___________________
Phone Number/email address______________________________________________________________

NAME OF INDIVIDUAL OR INSTITUTION YOU ARE RESEARCHING
Type of Record Requested (obituary, marriage record, etc.)____________________________________
Date of Event (for obituaries list title of newspaper and date/page number of publication)____________

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