



Ashtabula County Genealogical Society, Inc.

Research Policy

Volunteers for the Ashtabula County Genealogical Society offer this service for those who cannot easily visit the library or courthouse in person. Please allow six to eight weeks for research requests.

At times, our volunteers are inundated with research request. We ask for your patience and understanding. Some data may be found quickly; some take considerably longer.

Fees are \$13.00 per hour; minimum one (1) hour, plus expenses for copies and any additional postage. When possible, photocopies of all material will be made to avoid error in hand transcribing. Digital scanned copies of records may be sent via e-mail attachments. Vital record information (Birth, Marriage & Death) is extracted from the actual record. Certified copies of vital records are obtained only when specified, and at the prevailing Courthouse rates. Some county health departments now offered "uncertified" copies at nominal rates. Photocopies from the Library vary from .10 cents to .35 cents per page, depending upon paper size. Copies from the Courthouse vary from \$.50 to \$1.00 per page. Certified copies of public records are available upon request.

To create a clearer composite of your family, and research project, please send as much information as possible regarding the person that you are researching. When available, please include an updated pedigree chart and family group sheet(s) on the line(s) you are researching.

Sign and return this form along with a check made payable to: Ashtabula County Genealogical Society. I understand that my name and address will be shared with others who may be interested in the same families that I am researching.

Patron Signature: _____

Check/Cash/Money Order Enclosed: \$ _____

Mail to: Ashtabula County Genealogical Society
Ashtabula County District Library
4335 Park Ave
Ashtabula, Ohio 44004