



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

BASIC SEARCH REQUEST FORM

Professional research staff will consult up to 5 *indices* specified by the patron per request. Payment must be submitted with your request (cash, check, money order, or credit card). **Research Request fees are non-refundable.** Requests submitted without payment will be returned unfulfilled. Fees for Basic Searches include up to 5 photocopies, a brief summary of results, and are as follows:

- \$10 for non-members
- \$8 for members
- \$10 Rush fee – two week turn-around (additional to search fee)
- Shipping, handling, and tax charges (as applicable) will apply to mailed photocopies that exceed the 5 copy limit.

Fees for additional photocopies are assessed on a per page basis (see Photocopy Fee Schedule.) *Fees are nonrefundable; search results are not guaranteed.*

*** Please note: Each request must be for one individual or topic. Please do not submit additional requests until you have received a response from any previous request. ***

Patron Name: _____

Address: _____

Telephone: _____ E-mail: _____

Credit Card Number: _____ Expiration: _____

Signature (for credit card authorization) _____

Please indicate the topic for which you would like staff to search. Please be as specific as possible. *For genealogical requests, please use page 3 to provide us with information that will help us efficiently conduct research on your behalf.*

Basic Search Request Form

Below is a list of some of the most frequently used indices in the GHS collection. Please select up to 5 that you would like staff to consult. If you do not know which to select, or do not indicate any, staff will consult those considered most appropriate for your request.

- 1790 Reconstructed Census for GA*^
- 1820 Census Index for GA*^
- 1830 Census Index for GA*^
- 1840 Census Index for GA*^
- 1850 Census Index for GA*^
- 1860 Census Index for GA*^
- 1870 Census Index for GA*^
- 1880 Census Soundex for GA*^
- 1890 Census Index for GA*^
- 1900 Census Index for GA*^
- 1910 Census Index for GA*^
- 1920 Census Index for GA*^
- 1930 Census Index for GA*^
- Ancestry.com* general index search**
- Cemetery Indices
- Death Register for GA, 1919-1993 (specify 5-year range)*
- GHS Manuscript Collection Index (includes visual materials)
- Map Collection Index
- Naturalization Index, 1790-1910 (Savannah and Chatham County)*
- Savannah City Directories (specify 5-year range)
- Savannah Newspaper Index (specify 5-year range)
- Vertical File Index (includes biographical and building entries)
- Colonial Soldiers of the South*, by Murtie June Clark
- Dictionary of Georgia Biography*, edited by Coleman and Gurr
- Georgia Historical Quarterly* Index
- Georgia Place-Names*, by Kenneth Krakow
- Historic Savannah*, by Mary L. Morrison (indicate street address)
- Historical Register of Officers of the Continental Army*, by Francis B. Heitman
- Roster of Confederate Soldiers*, edited by Janet B. Hewitt
- Roster of Confederate Soldiers in GA* (infantry only), by Lillian Henderson
- Other (please specify):

* Additional photocopies from these public records are .25/page.

** This is a search of the entire *Ancestry.com* database and will retrieve matches from a variety of record types (census, military, vital records, etc.). Please submit an Advanced Search Request for further research into results of an *Ancestry.com* general index search.

^ Please submit an Advanced Search Request for further research into results of a census index search.

Basic Search Request Form

To increase the likelihood of a successful genealogical research request, please complete and return this sheet along with your Basic Search Request form.

Family surname requested researched:

(Please include any known variant spellings.)

Location and time period requested researched:

(Example: Savannah, Chatham County, 1845 – 1865)

Individuals requested researched:

(For each individual, include their full name, birth and death dates (approximations are okay), and locations lived. If you are researching a direct ancestor, please provide the spouse's and children's' names.)