

Basic Research Request Form

The Research Center team will contact you to review your request and provide alternate recommendations if your request cannot be accommodated.

Contact Information

Name: _____
 Street Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Email: _____

Research Request Information

Name of Person/Event: _____
 Type of Record Requested: _____
 Date(s) of Event: _____
 Location of Event: _____
 Additional Information:

Payment Information

The minimum payment of \$15.00 is required in advance before work can begin on your request. The initial charge includes 30 minutes of research time, up to ten photocopies and shipping. Additional charges will be incurred for additional research, copies, and extra or specialized copies (i.e., death certificates, photographs, etc.). Additional charges will be billed to you.

Please select the maximum amount you are willing to pay for research:

- \$15.00 (30 minutes, minimum)
 \$30.00 (1 hour)
 \$45.00 (1 ½ hours)
 \$60.00 (2 hours, maximum)

Additional Charges	Charge
Additional copies (beyond 10 pages)	\$0.25/copy
Shipping for additional copies	
11-25 copies	\$1
26-50 copies	\$2
51-100 copies	\$3
101-150 copies	\$4
Uncertified copies of indexed death certificates	\$7.50/each

Please return your completed form and \$15.00 minimum payment the appropriate Research Center.

All requests for birth, marriage and death records should be sent to the Des Moines Research Center.

Des Moines Research Center

State Historical Society of Iowa
 Attn: Basic Research Request
 600 E Locust St.
 Des Moines, IA 50319
 (515) 281-6200

Iowa City Research Center

State Historical Society of Iowa
 Attn: Basic Research Request
 402 Iowa Ave.
 Iowa City, IA 52240
 (319) 335-3926