

## YORK COUNTY HISTORY CENTER LIBRARY & ARCHIVES

### GENEALOGY REQUEST PROSPECTUS

Due to the large volume of research requests received by the Library and Archives, we offer limited research by mail services to individuals living over 100 miles from York, Pennsylvania. This program enables us to answer certain kinds of reference requests for a modest fee.

Each Genealogy Request is limited to **one name of an individual**. Upon receipt of payment and requested information about the individual, we will search the following sources in the Library & Archives' collection:

1. The appropriate Family File
2. Vital Statistics Card Collection (primarily abstracted from church records)
3. 1749-1850 Will and Orphans Court Docket Abstractions and 1749-1940 York County Will Index
4. 1930's Tombstone Abstractions for York and Adams Counties
5. Pre-1800 Tax Abstractions for York County (from a sampling of years prior to the year 1800, when Adams County was part of York County)
6. Genealogical Family Reports (Family Reports were created for a limited number of surnames. The applicable Family Report will be searched, if available. Information contained in the Family Reports is primarily from pre-1850 records.)
7. *Marriage Index to York County Newspapers 1783-1909*
8. *Death Index to York County Newspapers 1783-1909*
9. *York County in the American Revolution* (by Young) and/or *History of Pennsylvania Volunteers 1861-1865* (by Bates)
10. Indices to published York County histories (by Gibson and Prowell)
11. Manuscript Collection index
12. Other appropriate sources, including Library Edition of *Ancestry.com*

Using the Research Request Order Form as a guide, please provide as many known details on the subject of your search as possible to enhance our searching capabilities. The sources listed above are the major reference collections and indices available in the Library and Archives. Only the sources listed above will be searched. Therefore, other references may exist. If you desire to have additional research performed, a list of professional researchers can be provided upon request.

The fee for each Genealogy Request search is US\$50.00 for non-members or US\$35.00 for members of the York County History Center, and includes research time and up to fifteen (15) copies from the above sources. Additional photocopies are 50¢ each and will be limited to twenty (20) extra copies. **This fee is payable in advance and is nonrefundable regardless the outcome of the search.**

We cannot locate living relatives, trace the history of a property, or copy entire family collections.

**PLEASE ALLOW SIX TO EIGHT WEEKS FOR A REPLY.**

**Research requests are processed in the order they are received,  
regardless of how they are sent.**



Please provide as much information as is known. All research requests are completed as described in the prospectus. Requests are processed in the order they are received, regardless of how they are sent. Fees are non-refundable regardless of the outcome of the search. If you are unsure of your current member status, please contact Kate Redshaw at [kredshaw@yorkhistorycenter.org](mailto:kredshaw@yorkhistorycenter.org) or (717) 848-1587.

**PROCESSING TIMES: Business Request and Genealogy Request – 6 to 8 weeks**

**Family Report Request and Obituary Request – 2 to 4 weeks**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

- BUSINESS REQUEST – Fee: \$50.00 for non-members, \$35.00 for members**

Business Name \_\_\_\_\_

Approximate Years of Operation \_\_\_\_\_

County Location \_\_\_\_\_

Product \_\_\_\_\_

**NOTE: Please see the searchable database on our Business Request webpage to confirm that a collection for the business is available. Collections are not available for every business.**

- FAMILY REPORT REQUEST – Fee: \$15.00 minimum research fee plus 50¢per page**

Family Name \_\_\_\_\_

Volume Number \_\_\_\_\_ Pages \_\_\_\_\_

**NOTE: Please see the searchable database on our Family Report Request webpage to confirm that a Family Report is available, and to obtain the Volume Number and Pages.**

- GENEALOGY REQUEST (research limited to one individual) – Fee: \$50.00 for non-members, \$35.00 for members. Fee includes up to 15 copies; additional copies (up to 20 additional copies) are 50¢ per page.**

Person's Name \_\_\_\_\_

Birth Date c. \_\_\_\_\_ Death Date c. \_\_\_\_\_ Marriage Date c. \_\_\_\_\_

Known Parents and/or Siblings \_\_\_\_\_

Spouse \_\_\_\_\_

Family connections to York County \_\_\_\_\_

York County residence (town and/or township) \_\_\_\_\_

- OBITUARY REQUEST – Fee: \$15.00 if full date (month/day/year) is known; \$25.00 if only month & year is known. Different individuals require separate Obituary Requests.**

Person's Name \_\_\_\_\_

Month/day/year of Death \_\_\_\_\_

**Please Mail Order Form with Check to the Attention of the Library & Archives**