

ARCHIVES RESEARCH REQUEST FORM



Madison County Historian
PO Box 668, 138 North Court Street
Building 4, First Floor
Wampsville, NY 13163
(315) 366-2453
matthew.urtz@madisoncounty.ny.gov

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email Address: _____

- The office is open Monday-Friday for self-research from 9 a.m. to 4:30 p.m. There is no charge for self research. The historian's hours are Monday and Thursdays, 9 a.m.-2 p.m. and Wednesdays 12– 5 p.m. and by appointment.
- If documents need to be pulled from remote storage, they may not be available immediately upon request. If you are coming from a distance, please study the indexes and request records in advance and let us know when you will be here to make your visit most productive. We may not be able to assist “walk-ins” due to records being stored in offsite locations.
- The research service provided by the staff includes a search for ONE PERSON from our specific indexed materials. A nonrefundable search fee of \$15 is required with **each** request. Please be aware that a search may not locate the information that you seek. The \$15 fees includes up to three copies. Additional copies are \$0.65 per page.
- PLEASE NOTE: The staff does not conduct professional genealogical research and there are some materials that cannot be photocopied due to their fragile state.
- Please allow at least two weeks for processing.
- Please fill out the following reference request as completely as possible so that your request may be processed effectively.
- The personal information you submit will not be used for any purpose other than to fulfill your request and will be kept strictly confidential. We sometimes find further information that might aide in your search and this allows us to contact you.

Record Requested
Please fill in completely

Full name of person to be searched:

Specific record requested (From index or deed or mortgage):

Township or village:

Date (or approximate date) recorded:

Other information about the person/entity that may help us to locate a record:

Please enclose a large (9"x 12") manila self-addressed, stamped envelope with page 1 and page 2 completed and your \$15 check made out to: **Madison County.**

MCC Use Only	
Log # _____	Prev Req _____
Staff _____	Time _____
Date Received _____	# copies _____
Date Completed _____	Amount _____
Records Sent _____	
Notification Sent _____	

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