

# Wright County Historical Society Research Request

PO Box 304, 2001 Hwy 25 N Buffalo, MN 55313 763-682-7323 www.wrighthistory.org

## Step 1: Contact Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

## Step 2: Research Request Information

All research is completed by experienced WCHS staff. Payment must be received in full before research can begin. As our goal is to provide the best possible service for our patrons, please note the following guidelines:

- Please write legibly, especially when noting dates and names.
- Make your request as specific as possible (please refrain from asking for 'everything we can find') so we can be thrifty with your money.
- Provide dates, locations, and types of records you are looking for.
- Ensure your contact information is correct, in case we have questions. We always appreciate an email address as this is the quickest way to communicate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a **genealogy research request**, please complete the following as completely as possible:

Full name to be researched: \_\_\_\_\_  
(Include maiden name, if applicable)

Birth Date: \_\_\_\_\_ Death Date: \_\_\_\_\_  
(month/day/year) (month/day/year)

Residence (township/village): \_\_\_\_\_  
(also include approx. dates of residence)

The following are some of the **materials we have in our collections**. Please check any that you have already searched. It will help us eliminate resources you have already searched and be a better use of your funds.

MN Census (Wright County): \_\_\_1865 \_\_\_1875 \_\_\_1885 \_\_\_1895 \_\_\_1905

Federal Census (Wright County): \_\_\_1860 \_\_\_1870 \_\_\_1880 \_\_\_1900 \_\_\_1910 \_\_\_1920 \_\_\_1930 \_\_\_1940

Genealogy/Family Name Files and histories: \_\_\_\_\_

Newspapers: \_\_\_\_\_

Other library resources: \_\_\_\_\_

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## Step 3: Research Fees\*

I, \_\_\_\_\_, authorize the Wright County Historical Society to spend up to:

\$ _____	<b>Basic Research Package</b>	\$ 20.00
	Includes 1 hr of research time, up to 10 photocopies, and postage/handling)	
\$ _____	Additional hour(s) of research	\$ 15.00 per hour
\$ _____	Additional copies beyond 10 pages	\$ 0.25 per page
\$ _____	Additional postage and handling	\$ 1.00 per 15 additional copies

to a maximum of \$ \_\_\_\_\_. I understand that, if additional research can be performed, I will be contacted before any additional fees are incurred. I also understand that full payment must be received by WCHS before my research request can be performed.

\_\_\_\_\_  
Signature of Research Requestor

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: All birth and marriage records, and death records (before 1908 and after 1966) must be obtained directly from the Vital Statistics/Recorders Office located at the Wright County Government Center (10-2<sup>nd</sup> St NW, Buffalo, MN 55313, phone 763-682-7355). WCHS cannot complete this for you; please contact them directly.

\*In all cases, WCHS reserves the right to deny a request depending on condition of materials, staff availability, and in accordance with copyright restrictions.

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### For Staff Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: \_\_\_\_\_ Check Cash

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Researcher: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_