

**AUDRAIN COUNTY AREA GENEALOGICAL SOCIETY
RESEARCH REQUEST FORM**

Thank you for contacting the ACAGS. Our volunteers will search the records indicated on the form for **one** person indicated below. Please submit a separate form for each person to be researched. To assist in this search, please provide the following information. (*Please print*)

Your Name: _____

Mailing Address: _____

City, State & Zip Code: _____

E-mail Address: _____

Name of Person You Want Researched

First Name _____ **Middle** _____ **Last Name** _____

When entering dates, please use the month abbreviation, **not** the number. (e.g., 16 Nov 1837)

Birth Date: _____ **Married :** _____ **Death Date:** _____

State of Birth (if known): _____

Name of Spouse if applicable: _____

Spouse Birth Date: _____ **Death Date:** _____

If you don't know exact dates, please indicate approximated dates.

Please state type of request you want below:

Example: Complete name search in our Library or Copy of Death Certificate or Copy of Obituary, etc.

***Note: If you already have copy of death certificate or obituary let us know so we do not research these items. If you have the census information on person being researched let us know that also so we do not duplicate your information. Complete this form and return by E-mail (preferred method) audgenie@yahoo.com or by regular mail to ACAGS at 305 West Jackson, Mexico, Missouri 65265.**

FEES: Listed on the Website.

- \$10.00 Charge for each person to be researched at our facility, includes our 1884, 1936 and 1986 History of Audrain County, cemetery listings, obituary notices, marriage records, original Land Entries and Audrain County Atlas of 1876, 1897 and 1918. City Directories, 1876 - current (some volumes missing). Federal Census reports, Family Biographies (many volumes). Vertical, and Query files, and our Index Card File, which includes thousands of names, etc. On receipt of your \$10.00 a volunteer will began work on your request.
- \$ 5.00 Charge for trip to the court house if you request it. This \$5.00 charge is non refundable and will be needed in advance. On receipt of this \$5.00 a volunteer will then go to the court house to look for

what you have requested. There will be an addition charge of \$1.00 for each page copied plus your postage. * See postage charges listed below.

Additional charges are as follows:

- \$5.00 Copy of Obituary
- \$3.00 Copy of Death Certificate (from internet)
- \$1.00 First page of information copied, multiples \$0.25 each - members \$0.10 each
- \$5.00 Each for cemetery tombstone pictures (if volunteer is available)
- \$1.00 First page copied from Micro Film Reader . \$0.50 for each additional page for non members and for members - \$0.25 for each additional page
- \$1.00 Each page copied from Tills search 1830 - 1940

* Postage Charges

Send a stamped self addressed envelope if you only need one (1) or two (2) pages of information, such as a Death Certificate or a couple of pages for an Obituary. If you want a full search that will require copies of over four (4) pages there is a flat postage charge of \$3.25.