

**Stewart Bell Jr. Archives
Handley Regional Library
Winchester-Frederick County Historical Society**
P.O. Box 58, Winchester, VA 22604
(540) 662-9041 ex 17
archives@handleyregional.org
www.handleyregional.org

OBITUARY SEARCH REQUEST FORM

Archives staff can undertake obituary searches of local newspapers for *a fee of \$5.00 per name searched*. The fee includes delivery and is non-refundable. Please note that even with a diligent search, we may not be able to find the requested obituary. To request an obituary search, please fill out the obituary search request form. Return the form to the Archives by mail to the address above, or by scanning and emailing a copy to archives@handleyregional.org. The name of the deceased and date of death must be included.

Work will not begin until payment is received. Payment can be made by sending a check made payable to **WFCHS Archives** to the address above. Alternatively, payment can be made through PayPal. Access the PayPal link on the webpage: <https://www.handleyregional.org/archives/payment>. Allow 4-6 weeks for delivery.

☐ I agree to the above terms and conditions.

CONTACT INFORMATION

Name _____
Phone _____
Email _____
Address _____
City/State/Zip _____

Name of Deceased	Date of Death	Cost
Total		

Please indicate preferred method of delivery: ☐ Mail ☐ Email