

**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

## RESEARCH REQUEST FORM

Archives staff can provide up to 2 hours of research into a genealogical or historical topic. *The fee for a research request is \$20.00 per hour and includes a delivery fee and up to 20 pages of copies of supporting documents.* (Additional copies will be billed at the standard rate for [reproductions](#).) Please be aware that we are only able to search materials held in the Stewart Bell Jr. Archives and that research may not be successful. Fees are not refundable.

To request research services, please fill out and submit the form below. Archives staff will review and confirm your request. 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>.

Please allow 4-6 weeks for research to be completed. Research findings and copies of supporting documents will be delivered by mail.

☐ I agree to the above terms and conditions.\*

*Click to submit form or save form as PDF and email as attachment to [archives@handleyregional.org](mailto:archives@handleyregional.org)*

### CONTACT INFORMATION (\*required fields)

Name\* \_\_\_\_\_

Phone \_\_\_\_\_

Email\* \_\_\_\_\_

Address\* \_\_\_\_\_

City/State/Zip\* \_\_\_\_\_

*Describe the research you would like us to undertake on your behalf. Please include pertinent full names, dates, and any resources previously checked (census records, death records, etc.). Only one surname or topic should be submitted per request (continue on next page if necessary)*

**STAFF USE**