

**Cayuga County Historian's Office**  
**10 Court Street**  
**Auburn, NY 13021**  
**(315) 253-1300**

## **Research Request Form**

**Research requests are only accepted by mail with payment in United States Dollars.** The fee is \$20/hour (minimum of 2), plus \$3 for postage. (\$43) – includes up to twenty photocopies.

Please complete as much of this form as possible/applicable. Use one form per individual or topic. *If available please attach a family tree.*

Your name and email: \_\_\_\_\_

Name/topic/address to be researched: \_\_\_\_\_

Alternate spelling(s) (if known): \_\_\_\_\_

Birth and death dates and locations (if known):  
\_\_\_\_\_

Names of parents, spouse, children and relevant dates (if known):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What information do you hope to discover?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secondary research question (to be used if time remains on your request):  
\_\_\_\_\_  
\_\_\_\_\_

Make check or money order payable to Cayuga County Historian and mail to: Cayuga County Historian's Office, 10 Court St., Auburn, NY 13021

**Please allow four to six weeks for us to complete your request, and remember a search does not always produce the desired results.**