



GSBC Research Request Form

Please complete a separate form for each search.

Please complete this form (two pages) and mail it to the above address — or fill it in (fillable PDF) and email it to contact@njgsbc.org

PATRON CONTACT INFORMATION

Your Name _____ GSBC Member? ☐ Yes ☐ No

Address _____

City _____ State / Zip _____

Phone _____ E-mail _____

I am Interested in ☐ Quick Lookup ☐ In-Depth Lookup / Hourly Research ☐ On-Site Consultation at the Ridgewood Public Library (RPL)

FEE SCHEDULE

SERVICE	GSBC MEMBERS	NON-MEMBERS
Lookup Services: - Quick Lookups - In-Depth Lookups - Hourly Research	Four complimentary Lookups per Membership year — Quick Lookups , (specific collection or publication, name, and date provided) or In-Depth Lookups (without specific dates provided). \$5 per Quick Lookup, afterwards. \$15 per In-Depth Lookup, afterwards , or per hour research (one hour minimum).	\$5 per Quick Lookup (specific collection or publication, name, and date provided). \$15 per In-Depth Lookup (without specific dates provided), or per hour research, one hour minimum.
On-Site Consultations / Patron Assistance at Ridgewood Public Library	Complimentary. On-site only at Ridgewood Public Library with reserved time slot. See Expert Consultations or email contact@njgsbc.org for more information.	Complimentary. On-site only at Ridgewood Public Library with reserved time slot. GSBC Members may receive schedule priority during busy times. See Expert Consultations or email contact@njgsbc.org for more information.

Note that many of our Patron Assistance volunteers have specific areas of expertise. Please see the Patron Assistance Calendar for descriptions of areas.

Subject-Matter Expert Consultations Schedule, availability, and fees is at our Experts' discretion and will be handled privately (not through the GSBC). See **Expert Consultations** or email contact@njgsbc.org for more information.

INFORMATION FOR QUICK LOOKUP

Name to be Searched (one name per search) _____

Event Type (i.e., Marriage, Obituary) _____

Date of Event _____

Publication / Record Type to be Searched _____

Notes / Comments _____



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INFORMATION FOR NON-QUICK LOOKUPS AND HOURLY RESEARCH

Use this area if you do not know the specific record you are looking for or do not have exact information for the event. Please list as much information as you know about the person we are to research. Use the fields below as a guideline, or add your own.

Name to be Searched (one name per search)

Birth Date / Location

Marriage Date / Location

Death Date / Location

Place of Residency

Nationality / Religion

Name of Spouse

Birth Date / Location of Spouse

Death Date / Location of Spouse

Notes / Comments

PAYMENT INFORMATION

- ☐ **COMPLIMENTARY / MEMBER BENEFIT** — We will check your membership status and number of queries and contact you if any fees are incurred.
- ☐ **CHECK** — Please make checks payable to GSBC and mail to: **PO Box 432, Midland Park, NJ 07432**
- ☐ **CREDIT CARD** — Credit card payments are made through our website: **www.njgsbc.org/our-store**
- ☐ **PLEASE CONTACT ME** — If you are unsure about your total payment due, or would like to set a budget for hourly research, please check this box and we will contact you to review.

GSBC RESEARCHERS ONLY BELOW THIS LINE

Researcher

Total Due

Paid in Full? ☐ Yes ☐ No

Date Received

Date Completed