



GSBC Research Request Form

Please complete this form (two pages) and mail it to the above address — or fill it in (fillable PDF) and email it to gsbc.queries@gmail.com

PATRON CONTACT INFORMATION

Your Name _____ GSBC Member? Yes No

Address _____

City _____ State / Zip _____

Phone _____ E-mail _____

I am Interested in Quick Lookup Hourly Research On-Site Consultation at the RPL Subject-Matter Expert Consultations

FEE SCHEDULE

SERVICE	GSBC MEMBERS	NON-MEMBERS
“Quick Lookup” Service	Four complimentary “Quick Lookups” (specific collection or publication, name, and date provided) per Membership year. \$5 per quick lookup, afterwards. \$15 per lookup without specific dates provided, or per hour research, one hour minimum.	\$5 per “quick lookup” (specific collection or publication and date provided). \$15 per lookup without specific dates provided, or per hour research, one hour minimum.
Hourly Research	\$15 per hour research, one hour minimum.	\$15 per hour research, one hour minimum.
On-Site Consultations / Patron Assistance at Ridgewood Public Library	Complimentary. On-site only with reserved time slot.	\$15 per hour, one hour, minimum. Members may receive schedule priority during busy times.
Subject-Matter Expert Consultations	Fees and schedule at the discretion of our experts. Email contact@njgsbc.org for more information.	Fees and schedule at the discretion of our experts. Email contact@njgsbc.org for more information.

INFORMATION FOR QUICK LOOKUP

GSBC Members receive four complimentary Quick Lookups per year. Additional member lookups and non-members, please see Fee Schedule on following page. Complete a separate Quick Lookup form for each search.

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 _____