

KINGWOOD PUBLIC LIBRARY

REQUEST FOR INFORMATION FORM

Requests may be submitted through either e-mail or postal mail.

- Please make your request as specific as possible. You will be notified if your request is too general or beyond the scope of our services.
- Requests are filled in the order in which they are received.
- Please indicate whether you would like to receive scanned copies by e-mail or physical copies by postal mail.
- There is a fee of \$3.00 for the first page and an additional fee of 25 cent per page applied to all requests. An invoice will be sent along with your copies which gives the total for research services. The library is unable to accept cash or credit cards and checks should be made out to Kingwood Public Library. Please complete and fax, e-mail or mail this page to Kingwood Public Library 205 West Main St Kingwood WV 26537. fax and phone 304-329-1499

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PHONE NUMBER or E-MAIL ADDRESS: _____

1. NAME OF INDIVIDUAL YOU ARE RESEARCHING:

TYPE OF RECORD REQUESTED (Obituary, marriage record, etc.):

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication if known):

2. NAME OF INDIVIDUAL YOU ARE RESEARCHING:

TYPE OF RECORD REQUESTED (Obituary, marriage record, birth record etc.):

DATE OF EVENT (For obituaries, list title of newspaper and date/page number of publication if known):