

**PORTAGE GENEALOGY AND HISTORY RESEARCH REQUEST FORM**  
**PORTAGE HISTORICAL SOCIETY – MUSEUM AT THE PORTAGE**



A small, but dedicated group of volunteers is available to help you with your genealogical (or historical) research of Portage ancestors for a modest fee (members receive two hours free service!) that goes to support the Museum and the mission of the Portage Historical Society. Please fill out the form below:

CONTACT INFORMATION: Your Name \_\_\_\_\_

Mailing Address: _____ Member? Yes <input type="radio"/> No <input type="radio"/>	E-Mail Address: _____
	Phone Number: _____

Your Ancestor's Name (or names) – provide variations of known possible spellings.  
\_\_\_\_\_

Please tell us what you know about them: dates, occupations, etc. [continue on back if needed]  
\_\_\_\_\_

What would you like us to find out for you? [continue on back if needed]  
\_\_\_\_\_

Search results can be sent to you electronically via email (with attachments), or results (if any) can be mailed to you. If you chose the latter, please include a self-addressed stamped envelope of sufficient size and with sufficient postage. Research will only be done using the resources available in our Society's holdings or examining data accessible locally (museum archives and other local genealogical resources). Searches may take up to a month to complete, depending upon staff workload, availability of documents, and questions submitted. Photographs of gravestones (local cemeteries only) and/or former residences may be arranged for a small additional donation.

Fees for genealogical/historical research: members receive up to 2 hours of research time free; fee for research beyond two hours is \$20/hr. Charge for non-members is \$20/hr for all research conducted (includes negative results). If research requires more than one hour (2 hrs for members), we will contact you to discuss our progress and ask you if we should proceed further. Fees include copying and scanning (if you prefer electronic copies) of up to 10 documents or photographs (additional \$0.25/page beyond 10 items). Checks should be made payable to **The Portage Historical Society**. Note: if you are only requesting copies from the Columbia County Birth registration ledgers, the fee is only \$15 per individual record (no fee if ancestor not found in ledger).

Please send your request with \$20 fee to cover the first hour of research to: Portage Historical Society, P.O. Box 127, Portage, WI 53901 [please call us at 608-742-6682 during normal Museum operating hours (consult web site for current days and times) if you have any questions – or please leave a message on our answering system]. Thank You!