Research Request Form

Portage Historical Society, Inc.

A dedicated group of volunteers is available to assist you with your genealogical or historical research of Portage ancestors for a fee that goes to support the **Museum at the Portage's** mission. Please fill out this form and submit it to the Portage Historical Society, Inc.

Your Name: *Phone Number:* (   )

Are you a member of the Portage Historical Society?   ☐ Yes
                                                    ☐ No (if you wish to be a member, go to www.portagemuseum.org for more information)

Your Mailing Address:

Your Email Address:

Your ancestor(s)'s name(s) - provide variations of possible spellings, if known.

Please tell us what you know about them - i.e., dates, occupations, home address, etc.

What would you like us to find out for you?

Search results (if any) can be sent to you electronically via email including attachments (free of charge) or they can be mailed to you ($10 fee required). Research will only be done using the resources available in our museum's archives or examining genealogical resources accessible locally. Searches may take up to a month to complete, depending upon staff workload, availability of documents, and questions submitted.

Fees for genealogical or historical research:
- Portage Historical Society Member:
    - Based on membership level:
        - $15 for 1 hour of research - Pierre Pauquette & Ansel Clark membership levels
        - 1 FREE hour - Zona Gale membership level
        - 2 FREE hours - Julia Rusch membership level
        - 3 FREE hours - Frederick Turner membership level
    - $15 per hour after that
    - Photocopying 50¢ per page

- Non-Member:
    - $20 per hour for ALL research conducted (includes negative results)
    - If more than one hour of research is needed, we will contact you to discuss our progress and ask if we should proceed further.
    - Photocopying 50¢ per page
    - $10 fee for mailing research to you (FREE if emailed to you)

Checks should be made payable to the "Portage Historical Society" or pay online using PayPal or credit card on Portage Historical Society homepage.

Note: If you are only requesting copies from the Columbia County Birth and Death registration ledgers, the fee is only $15 per individual record (no fee if ancestor not found in ledger). Allow up to 4 weeks from receipt of payment for response.

Please send your request for $20 fee to cover the first hour of research to:

> Portage Historical Society
> P.O. Box 727
> Portage, WI 53901

Please email us at museumattheportage@gmail.com anytime or call us only during normal museum hours (consult our website at www.portagemuseum.org for hours of operation), if you have any questions. Thank you!

Museum use only:

Membership Level: # Hrs of Free Research:	Actual # of Hrs Research Completed:
Name of Researcher:	Fee Charged / Received: $