



Genealogical Research Request

Please review the service costs and payment details before completing as much of the relevant information on the form as possible. Use one form per individual/surname or topic to be researched. Detailed, accurate information provides a better chance of identifying your ancestor. Turn-around time for research is approximately 4 – 6 weeks. We know you are eager to receive information and we're eager to help, so please be patient. Requests for information are researched in the order in which they are received. The written report will be emailed to you as soon as the work is completed. If you would like a mailed copy of the report, postage fees will apply. Finally, while we would like to guarantee the ability to locate the requested documentation, it may not be possible. However, every effort will be made to locate your request.

Your Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Name to be researched: _____

Alternate spelling(s) of surname: _____

Birth date and/or death date: _____

Town or township where they lived/died: _____

Approximate span of years that they lived in the county: _____

Name of spouse(s) & relevant dates: _____

Names of children & relevant dates: _____

Religious affiliations: _____

Identify resources consulted thus far: _____

What information do you hope to discover? You may attach additional sheets of data if necessary:

Office Use Only: Date Processed _____ Request # _____ Date Completed _____

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2025 Genealogical Research Services and Fees

Services	Fees	Payment Methods (select one)
5 Research Hours <ul style="list-style-type: none">Work is conducted by a Research Librarian on staff with WCM	\$50 flat rate	<input type="checkbox"/> Credit card (Online) <input type="checkbox"/> Check—made out to Westmoreland County Museum and Library, INC. <input type="checkbox"/> Cash (paid in person at the Museum-15803 Kings Hwy. Montross, VA 22520)
Additional Research Hours (5 hrs. +) <ul style="list-style-type: none">Work beyond 5 hours will be continued by a Certified Genealogist on staff with WCMIf there is not a Certified Genealogist currently on staff, we will close your request and provide you with a list of Virginia Certified Genealogists from the Virginia Genealogist Society or refer you to someone outside our organization. Outside vendors are subject to their fees.	\$30 per hour	
MEMBER RATE: Members of Westmoreland County Museum receive 5 research hours FREE; the Additional Research Hour rate is \$15 per hour. (max # of hrs. at \$15 rate is 20)		

Westmoreland County Museum and Library, Inc. is an IRS certified 501(c)(3) eligible for receipt of tax-deductible charitable contributions. Genealogical Research Hours are a service with a fee and do not qualify as charitable contributions. Monies made from Research Hours are not for profit and fund the Westmoreland County Museum and Library maintenance, operations, and improvements. Tax ID number of EIN *54-0560803*

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