

**Athens County Historical Society & Museum  
Athens County Genealogical Chapter, OGS  
65 North Court Street, Athens, OH 45701  
(740) 592-2280      genealogy@athenshistory.org**

GUIDELINES FOR PAID RECORD SEARCHES

Date:

File No:

The Corresponding Secretary will conduct record searches at \$25 per hour, non-refundable, and payable in advance (to ACHS&M). Photocopying and postage are additional, and you will be billed for these costs. Photocopies are 20 cents per page, although certain exceptions may apply.\*\* Please indicate below which resources you want us to search.

I, \_\_\_\_\_, want you to search the records checked below for my ancestor \_\_\_\_\_, who was in Athens County in the year(s) \_\_\_\_\_. Enclosed is \$\_\_\_\_\_ for a \_\_\_\_\_-hour search. Please search the records indicated by a checkmark for the name given above and make copies of the records checked.

\_\_\_ 1. Census Records for the year(s):  
       \_\_\_ pre-1820            \_\_\_ 1820    \_\_\_ 1830    \_\_\_ 1840  
       \_\_\_ 1850             \_\_\_ 1860    \_\_\_ 1870    \_\_\_ 1880  
       \_\_\_ 1900             \_\_\_ 1910    \_\_\_ 1920    \_\_\_ 1930

\_\_\_ 2. Birth Records (1867-1920)

\_\_\_ 3. Delayed Birth Records & Corrections (1867-1977)—**requires trip to Courthouse at minimum of two hours\*\***

\_\_\_ 4. Death Records (1867-1908)

**NOTE:** Certified copies of birth and death certificates from 1909 to the present are available from the Athens County Health Department, 278 West Union Street, Athens, OH 45701 (phone 740-592-4431). Non-certified copies are no longer available.

\_\_\_ 5. Estate Packets—**requires minimum of two hours**

\_\_\_ 6. Cemetery Records, where available

\_\_\_ 7. Marriage Records (1805-1934)—**later records requires trip to Courthouse at minimum of two hours\*\***

\_\_\_ 8. Deeds (1803-1895)—**later deeds available in Recorder's Office—requires minimum of two hours\*\***

\_\_\_ 9. Obituaries in compiled obituary books (1900-2010)—death date must accompany request \_\_\_\_\_.

\_\_\_ 10. A search of microfilmed newspapers for an obituary not contained in our existing collection for pre-1900 **requires a trip to the Ohio University Library at minimum of two hours—also requires exact death date** \_\_\_\_\_.

\_\_\_ 11. Other: \_\_\_\_\_

\*\*COPIES OBTAINED FROM COURTHOUSE AND RECORDER'S OFFICE ARE \$2.00 EACH.