



RESEARCH REQUEST FORM

Please submit form to:
Plant City Photo Archives
106 S Evers St., Plant City, FL 33563

PCPA RESEARCH FEES

Payment must be received in full before research can begin. Research services are free for students, media, and non-profits, and Plant City Photo Archives Members receive two free hours annually. Additional copy fees may apply. 1 hour minimum required for charged research fees*

- Research at the Photo Archives: \$20 per hour.
- Copy Costs at the Photo Archives: \$1 per page (black & white) or \$1.50 per page (color) in documents. Image reproduction fees may apply.

YOUR INFORMATION

Name: _____

Business/Organization: _____

Address: _____ City/State: _____ ZIP: _____

Phone: _____ E-mail: _____

Are you a PCPA member, student, media, or non-profit? No initial \$20/hr research fee required.

I am a (circle one): PCPA Member Student Media Non-profit

No, I understand I will need to pay a fee for my research services

After research is conducted, I would like to learn the findings by:

Making an in-person appointment to view the materials

Have the information emailed to me

RESEARCH REQUEST *

As our goal is to provide the best possible service for our patrons, please note the following guidelines:

- Please write legibly, especially when noting dates and names.
- Make your request as specific as possible (please refrain from asking for 'everything you can find') so we can be thrifty with your money.
- Full name of ancestor to be researched and related others (parents, siblings, spouse, children).
- Ancestor's important dates and locations of birth, marriage, death, naturalization, etc., if known.
- Information sought – What do you hope to learn? Where they lived? See a historic photo?
- List any sources already searched (i.e., Ancestry, newspapers.com, familysearch).

What will this information be used for?
(Academic research, family history, personal use, business records, etc.)

If required as noted above, I will pay the needed research services fee. *

Research results are unpredictable. Your ancestor may have left behind an abundance of interesting documents, or he/she may have left few or no records. You can expect your researcher to implement your research plan diligently and to spend your budgeted research dollars wisely. However, when you commission research, you are responsible for research fees regardless of results.

I accept that my research request may take time to fill. I understand that, if additional research can be performed, I will be contacted before any additional fees are incurred. I also understand that full payment must be received by PCPA before my research request can be performed.

___ I accept and understand.

Signature: _____ Date _____

Research will not be conducted until the research fee is received.
Please send research fee to the Plant City Photo Archives:
106 S. Evers St., Plant City, FL 33563

For Staff Use Only:

Received by: _____ Date: _____

Payment: _____ Cash Charge Check

Researcher: _____

Date Received: _____ Date Notified: _____

Notes: _____
