

Genealogy Records/Document Request

Please submit written request to:

Augusta-Richmond County Public Library
Georgia Heritage Room
823 Telfair Street
Augusta, Georgia 30901

or

Email: genealogy@arcpls.org

Please complete this form to request a document:

Your Name: _____

Address: _____

(City)

(State)

(Zip)

Telephone Number: _____

Email: _____

I understand there will be a fee for reference and research requests regardless of whether documents are located. Copy fees also apply. Library staff will notify me about results and associated fees. Please view the more detailed explanation of fees under the **“Services”** section of **“About the Georgia Heritage Room”** tab on the library’s website www.arcpls.org.

Signature: _____ Date: _____

If necessary, please print and include as much detail as possible.

Name of person you are researching: _____

Type of document: _____

(obituary, news article, other)

Date of Birth: _____ Place of Birth: _____

Date of Marriage: _____ Place of Marriage: _____

Name of Spouse: _____

Date of Death: _____ Place of Death: _____

Father’s Name: _____ Mother’s Name (Maiden) _____

Please provide additional information or supporting documents you think might be helpful:
