



Research Services: General

The staff at the South Carolina Historical Society (SCHS) is happy to assist you with your research. Please keep in mind that we are only able to search the materials held by the SCHS and even an exhaustive search may not uncover the information you are seeking. While we cannot guarantee results, we will make every effort to help you by documenting all sources consulted during our research. If an individual did not spend a significant amount of time in South Carolina, the Society may not have information pertaining to him or her. Please note that the Society does not have the censuses of South Carolina in its holdings and only abstracts from newspapers. **The average length for a search is approximately six to eight weeks.**

Information on Individual to be searched

Please complete as much as possible and print legibly

Information Sought (attach additional sheets as needed):

Individuals involved: _____

Addresses, business, or plantations: _____

Other pertinent factors: _____

Your Contact Information:

name _____ email _____

address _____ phone _____

city _____ state _____ zip _____

Please select the type of search that you wish to have done, fill out the form, enclose your check or credit card number and send to the South Carolina Historical Society; attn: Research. 100 Meeting Street, Charleston, SC 29401. **We will include up to ten (10) photocopies with your search.** Should additional photocopies be appropriate, we will contact you for approval with an estimate of the total cost of additional copies and postage. Copies are .40 per page for non-members and .35 per page for members.

I. _____ Unrestricted Search of all materials for a period of **four (4) hours**. This is the most thorough and complete search offered with access to all parts of our collections, both published and manuscript.

Research Fee: \$140.00 members / \$200 non-members *Circle one*

II. _____ Search the specified sources. If you wish to have a more focused search made, please check below and specify the sources you would like examined.

I authorize a researcher to spend (1/2 hour to 2 hours) _____ hour(s) on this search.

Research Fee per Hour: \$35.00 members / \$50.00 non-members *Circle one*

Total fee \$ _____

Please select sources to be checked:

_____ Check of the Society's Vertical Files (30-4) which consist of Family History and Genealogical Research

_____ Check of the Society's Subject Vertical Files that may pertain to research topic

_____ Manuscript Collections of the South Carolina Historical Society

_____ The South Carolina Historical Magazine, indexed

_____ Relevant county or district publications: _____ county

_____ Military records for a specific war: _____ time frame

_____ Parish Records: _____ parish

_____ Charleston City Directories: _____ approximate time period to check

Other, please specify*:

*Check for potential sources on our catalog at www.southcarolinahistoricalsociety.org. Click on "Search our Collections" link in the middle of our home main page. Use additional sheet as necessary.

Method of Payment: _____ Check _____ Credit Card (Visa/MC/AmEx/Disc)

Credit Card Number _____ Expires _____

Name as on Card: _____

By signing below, I agree to all aforementioned terms and conditions for research services conducted by the South Carolina Historical Society.

Signature: _____ Date: _____

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