

Kansas Genealogical Society Research Request Policy

The KGS Research Team will do research of KGS Library holdings for an initial donation of \$15.00 (US), in advance with a large (No. 10) stamped self-addressed envelope. Up to 5 photocopies are included in the initial donation. Additional Photocopies are 20 cents per page, extra. The initial donation of \$15.00 is not refundable, even though the search may be negative.

If the number of copies exceed 5 or, further research is possible, or requested, such as searching and/or obtaining copies of records located at the Kansas Heritage Center, Ford County Courthouse, the Dodge City Public Library or Fort Dodge will require an additional donation of \$10.00, per location, plus the cost of photocopies. You will be notified, and your approval received, prior to undertaking of such research.

- Please include your email address with your order.
- All research is done by KGS volunteers whose time is limited.
- No correspondence will be answered which does not include the \$15.00 donation and a large (No.10) self-addressed stamped envelope. No more than two (2) questions per request, please.
- No research is done in December

Other services –

- Copies of obituaries - \$5.00 each.
- Copies of Ford County, KS School records - \$5.00 per name (may include duplicates)
- Copies of Pedigree Charts - It will be necessary to answer any request for a chart by counting the number of pages, calculating the cost and the usual instructions. The cost is calculated at \$7.50 access, shipping and handling + \$.25 per page for copies.
- Copies of publications or known pages of most publications held at KGS - Again, it will be necessary to answer any request by counting the number of pages, calculating the cost and the usual instructions. The cost is calculated at \$7.50 access, shipping and handling + \$.25 per page for copies.
- 5-generation blank forms are 30¢/10.

Please use this form for your request. Print & mail this page to –
Please PRINT legibly.

**Kansas Genealogical Society
PO Box 103
Dodge City, KS 67801**

Thank you!

Your Name: _____

Address: _____

email Address: _____

If you have any questions, please send an email to - kgslibrary@gmail.com