



Research Request Form

All research requests must be made in writing. Please allow up to two weeks for research to be completed. The first hour of research is complimentary. Any additional in-depth research will be charged at the rate of \$10/hr

Date of request: _____

Name: _____

Address: _____

Contact phone: _____ Contact email: _____

Results will be delivered to you via email. Please make certain the above email is correct. If you do not have an email, please note how to contact you on this form.

Have we done research for you in the past 3 months? Yes No

Be as specific as you can about what you want to find. For instance, include all names, dates, and locations. If you need a particular type of format such as manuscripts, maps, or photographs, be sure to note it.

Research: Person

Name of person(s): _____

During which decade did this person(s) live in Santa Monica, if known? _____

Approximate year of birth: _____

Approximate year of death: _____

What specific details would you like to find out about this person(s)?

Additional comments:

Office Use Only:

Assigned Researcher: _____ Date Research Initiated: _____

Date Research Completed: _____ Further Research Requested? Yes No

Research: Home/building/business

Physical address of the home/building/business: _____

Which years/decades are of interest to you with regards to this location? _____

What specific details would you like to find out about this home/building/business?

Comments:

Research: Miscellaneous

Detailed question: _____

Approximate years/decades in reference to the question: _____

What specific details would you like to find out?

Comments: