

Genealogy Research Request Policy

Dorothea & Henry H. Hood Local History Center

Reference staff will search its records and conduct basic inquiries for a fee.

Pre-paid fees are \$10 per name; \$15 per name if only the month and year are provided; fees include postage and up to 5 copies--regardless of the success of the search. Checks may be written out to: Citizens Library.

Obituaries and marriage and birth announcements in local newspapers can be searched as long as the complete dates can be provided;

Local records include:

- The Washington Reporter (August 1808--April 1967)
- The Washington Observer (January 1872—April 1967)
- The Observer-Reporter (May 1967--present)
- The Claysville Recorder (1894-1973)
- The McDonald Record Outlook (1892-1983)
- Citizens Library Catalog
- Pedigree Charts
- Indexed county histories and biographies

Some family histories are available through Inter-Library Loan (through your local library); microfilm holdings are not available through loans but may be displayed on a computer in house and the files saved to a personal flash drive or emailed.

Contact: Citizens Library
Attn: Ella Hatfield, Genealogy Librarian
55 S. College St.
Washington, PA 15301

724.222.2400 Ext. 233
ehatfield@citlib.org

Genealogy Research Request Form

Your name _____
Address _____

City/State/Zip _____
Phone _____
Email _____

Type of Research Request

Obituary Search

No more than 4 names per request

Name _____ Died _____
Name _____ Died _____
Name _____ Died _____
Name _____ Died _____

City Directory Search

For a period of no more than 5 years

Name _____
Name of Business _____
Type of Business _____
Last Known Address _____
Last Known Telephone No. _____
Date(s) _____

Newspaper Article Search

Exact date of article must be provided

Headline _____
Subject(s) _____
Photo/Caption _____
Month _____ Day _____ Year _____

What specific information are you looking for? OR What information are you hoping to discover? Attach extra sheets of paper as necessary