

Family History Research Kit

Presented by:

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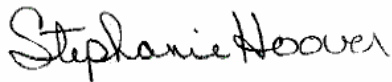
Thank you for your interest in our family history research kit. We hope you find this information to be a valuable component of your research strategy.

Genealogy is both a rewarding and rigorous pursuit. It requires patience, ingenuity and – perhaps most importantly – strong organizational skills. When you consider that in just 13 generations you accumulate more than 8,000 relatives it becomes obvious why detailed record-keeping is essential. One of the most basic organizational tools is the family group sheet. We’ve included one for your use, as well as other tips and information that will aid in your research – whether you conduct it yourself, or hire us to do it for you.

Family history researchers never find all of the answers they seek. Time has a way of eroding both documents and memories. But the details, photos, and clues that you DO find will be valued by generations to come.

Happy hunting, and may all of your ancestors wish to be found!

Cordially,



Stephanie Hoover
PennsylvaniaResearch.com

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I. What You Need before You Start

To save time and get your research off to a solid start, gather as much of the following information as possible:

- Full names (including alternate spellings) and nicknames of the ancestors you want to search
- Social security numbers for 20th and 21st century relatives
- Birth, marriage, divorce, death and burial dates and places
- Names of states and counties in which your ancestors lived, owned land, etc.
- Recollections of stories told to you by family members about previous generations

Once you've got this basic foundation, you'll need the following organizational tools:

- Family Group Sheets (see page 10)
- Notebooks in which to keep your research notes, thoughts, to do lists, etc.
- File folders and storage space (information will pile up quickly!)
- OPTIONAL – a computer and genealogy software

II. Key Genealogical Sources

The following are valuable sources of family history. Ask family members if they might help you find these items:

- Family bible
- Journals and diaries
- Memorial/funeral cards
- Newspaper clippings (i.e. obits, wedding notices, etc.)
- Scrapbooks
- Photos
- School records
- Employment records
- Legal and court records (i.e. wills, deeds, mortgages, tax notices, marriage, divorce papers, etc.)
- Military records
- Church and cemetery records
- Immigration information

III. Beware the Myths

It is important to have realistic expectations when doing genealogical research. Forget the myths and keep the following facts in mind:

- Contrary to popular belief, most genealogical resources are still safely housed in libraries, historical societies, genealogical societies, and other similar repositories – NOT on the internet.
- Few lineages can be proved absolutely. But, with careful research and documentation, family lines can be proven “beyond a reasonable doubt.”
- Though we would all like to be descended from Revolutionary War heroes or even royalty, chances are you have a more “common” bloodline. But, that doesn’t make your ancestors any less interesting or less worthy of discovery.
- There is probably NOT a fortune at the end of your genealogical rainbow.
- Neither you nor a professional genealogist will ever likely answer all of your questions about your family history.
- Professional genealogists cannot guarantee results. You are paying for that person’s time and expertise – not specific findings. Think carefully before sending money off to a researcher who guarantees success.

IV. What A Professional Researcher Can Do for You

Professional researchers typically have an area of expertise. In the case of **PennsylvaniaResearch.com**, for instance, we are Mid-Atlantic research specialists. Use caution when dealing with researchers who claim they can research all over the country – or even all over the world. Practicality suggests that this might not be feasible.

Do, however, expect the following from all professional researchers:

- Knowledge of the history of the area in which your ancestors lived
- An honest assessment of what he/she can or cannot do for you
- An overview of the pertinent resources accessible by the researcher
- A research strategy
- Thorough searches
- Detailed reports on research activities and sources used

An ethical researcher will gladly provide details about his/her experience, fees, and turnaround times.

V. PennsylvaniaResearch.com Services

Effective October 1, 2007

For one individual in one county:

Document Retrieval - \$35.00

Examples: deed, will, obit, passenger list, city directory, etc.

For one individual in one county:

*** Quick Search - \$50.00**

Includes (as available and applicable) wills, deeds, birth/marriage/death indexes, family histories and county histories.

For one individual in one manuscript group:

**State Archives Original Manuscript Search - \$50.00
(includes digital image, if applicable)**

For one individual and his/her immediate family:

Pennsylvania State Library Search - \$175.00

Includes (as available and applicable) county resources (including church and cemetery records), newspapers, maps and atlases, military records, passenger and immigration lists, family histories, county histories, subscription databases, and other pertinent resources.

For one individual and his/her immediate family:

Pennsylvania Sate Archives Search - \$150.00

Includes (as available and applicable) published Pennsylvania Archives series, county records (including estate, land, tax and others), county and municipal government filings, military records, family papers, railroad and other industry files, prison records, and various special collections.

On-Site county research: Quoted on an individual basis.

Research by the hour: \$35 per hour with two-hour minimum.

Home Histories: Quoted on an individual basis.

Research in other states: Quoted on an individual basis

* **“Quick Search” fee** can be applied to either the “Pennsylvania State Library Search” or the “Pennsylvania State Archives Search.”

Please note: Fees cover the researcher's time and expertise *only*.
No specific research results are implied or guaranteed.

VI. Family Group Sheet

On the following page you will find our copyrighted “family group sheet.”

Feel free to use it when conducting your personal research, or when ordering research services from **PennsylvaniaResearch.com**.

Other reproduction or distribution of this form is strictly prohibited.

Subject's Name:

	Date (and spouse, if applicable)	Place
Born:		
Married:		
Married:		
Married:		
Died:		

Father:	POB:
Mother:	POB:

Spouse's Name:

	Date (and spouse, if applicable)	Place
Born:		
Married:		
Married:		
Married:		
Died:		

Father:	POB:
Mother:	POB:

Children:

	DOB	DOD	Place of Birth	Place of Burial
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Family Group form designed & copyrighted by Stephanie Hoover, 2002 - 2006

VII. Document Retrieval Request Forms

On the following two pages, please find our copyrighted document request forms for land/deed searches and obit/will searches.

Feel free to use them when conducting your personal research, or when ordering research services from **PennsylvaniaResearch.com**.

Other reproduction or distribution of these forms is strictly prohibited.

LAND RECORDS SEARCH

FROM

Your Name:	
Address (results will be mailed to this address unless you indicate otherwise):	
Phone:	Fax:
Email:	

DEED SEARCH (\$35 per name, conducted at State Archives):

Subject Name:	Est. Yr. Of Ownership	County	Comments

SURVEY/WARRANT/PATENT SEARCH (\$35 per name, conducted at State Archives):

Subject Name:	Est. Yr. Of Ownership	County	Comments

Please mail this form and your payment to:



Stephanie Hoover, 5806 Severna Place, Harrisburg, PA 17111

OBITUARY & WILL SEARCH

FROM

Your Name:	
Address (results will be mailed to this address unless you indicate otherwise):	
Phone:	Fax:
Email:	

OBITUARY SEARCHES (\$35 per name, conducted at State Library):

Subject Name:	Date of Death	County	Comments

WILL SEARCHES (\$35 per name, conducted at State Archives):

Subject Name:	Date of Death	County	Comments

Please mail this form and your payment to:



Stephanie Hoover, 5806 Severna Place, Harrisburg, PA 17111

VIII. Quick Search Request Form

This is a search for one individual in one county.

Sources checked, as available:
wills, deeds, birth/marriage/death indexes, families histories and county histories.

Enclosed please find my check in the amount of \$50.00.

I am ordering a "Quick Search" on...

Subject Name:

Subject Birth/Death Dates:

Subject's Spouse (if applicable):

Subject's Parents (if known):

County to Search:

I understand that by ordering this *Quick Search* I am only paying for the time and expertise of the researcher, and that specific results cannot be guaranteed.

I am including pertinent research notes that might aid in this search.

Client Name: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Please make check payable to:

Stephanie Hoover
5806 Severna Place
Harrisburg, PA 17111

XIV. Research Request Form

Enclosed please find my check in the amount of \$_____.

I am ordering the following research services (explain):

I understand that by ordering these research services I am only paying for the time and expertise of the researcher, and that specific results cannot be guaranteed.

I am including all pertinent research notes, document retrieval forms (as applicable) and family group sheets (as applicable.)

Client Name: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Please make check payable to:

Stephanie Hoover
5806 Severna Place
Harrisburg, PA 17111

APPENDIX

The creation of the Commonwealth of Pennsylvania pre-dates the birth of our nation by more than 80 years.

Pennsylvania is called “The Keystone State” for good reason. Here William Penn first experimented with the concept of religious freedom. Pennsylvania’s Quaker legislature abolished slavery generations before the Civil War. The Declaration of Independence was drafted here and in this state the Constitution was adopted. A wonderful collection of this vast and rich history still exists in state repositories, libraries, historical and genealogical societies, and private collections.

Genealogy research in Pennsylvania is primarily conducted at the county level. Before searching for ancestors, you must know the county (or, at the very least, specific region) in Pennsylvania in which they lived.

Also key to successful Pennsylvania genealogical research is in-depth knowledge of the state’s history. Knowing where specific ethnic groups traditionally settled and worked can greatly assist the researcher in finding family bonds. Understanding the impact of wars, financial downturns and natural disasters can aid in guessing where and when families may have moved. Placing genealogy research within the context of current events creates a far more complex and vivid portrait for the researcher.

We hope this family history research kit encourages you to take the first step toward recording your own family history.

If, in the future, you decide to entrust your research to a professional, please consider our services. While I can’t promise I’ll find answers to all of your questions, I can assure you that I will treat your family’s history like my own.

With sincere wishes for success,

Stephanie Hoover
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PennsylvaniaResearch.com