



Genealogy Request Form

If you live outside of the St. Joseph County, Indiana area or are homebound, we are happy to answer your request. You may email, mail or fax us this request form.

Please read the following instructions.

Step 1 Complete the following.

Your Name _____
Street _____
City, State, and Zip. _____
Email _____

Step 2 We can only look up and send specific items for which you provide a date.
(e. g. Please send me the obituary for John Doe who died January 15, 1900)

Any request that cannot be found in an index and requires research will be charged a \$10.00 fee. Staff members will spend up to one hour on each research request. Because research takes time, you will be charged whether we find information or not.

Name of Person(s) you are researching below.

Please limit 4 names per request. We charge \$1.00 per page.

Types of Records: _____Marriage _____Obituary _____Birth

First Name: _____	First Name: _____
Last Name: _____	Last Name: _____
Maiden Name: _____	Maiden Name: _____
Date of Event: _____	Date of Event: _____

First Name: _____	First Name: _____
Last Name: _____	Last Name: _____
Maiden Name: _____	Maiden Name: _____
Date of Event: _____	Date of Event: _____

Step 3 Submit form to:
Heritage Center,
Mishawaka Penn Harris Public Library
209 Lincoln Way East, Mishawaka, Indiana 46544
Fax: 574-255-8489
Email: heritage@mphpl.org

Step 4 When the staff has processed this request you will receive a notice for the amount that is due. Please send the amount due by check and enclose a self-addressed stamped envelope. Estimated delivery time is 2- 3 weeks.