



## Local History Request Form

We are happy to offer research services to those individuals interested in obtaining historical information but live outside of St. Joseph County or who are homebound. 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 evaluating each research request. Because research takes time, you will be charged whether we find information or not.

Please read the following instructions.

### Step 1. Please fill in your contact information.

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, and Zip. \_\_\_\_\_  
Email \_\_\_\_\_

### Step 2 Information Requested.

Please include as many details as you can and be specific in what information you want us to look for you.

Name/family: \_\_\_\_\_

Time period to be covered by the search: \_\_\_\_\_

County/Geographic area: \_\_\_\_\_

Case/Problem statement: Please be concise.

**Step 3** Please send this form and a check made payable to: Mishawaka-Penn-Harris Public Library  
Estimated response time is 2- 3 weeks.

**Step 4** Submit form to:  
Heritage Center,  
Mishawaka-Penn-Harris Public Library  
209 Lincolnway East, Mishawaka, Indiana 46544