



Archdiocese of Grouard-McLennan – Archives Research Request Form

Form 7.4.a

To provide services to all researchers, the following procedures have been adopted for the receipt of and response to research requests:

1. Complete the Research Request Form on this page.

Submit one request at a time. Do not send another research request before receiving a reply.

- **Document and photograph requests should identify the parish or town name and the timeframe or period concerned.**
- **Historical** research requests should be clearly written with a specific question.

2. Archives staff will review the request.

Requests are processed in the order they are received; **most requests will be answered within two to four weeks.**

3. You will receive an e-mail, fax or letter with information regarding [research fees](#) and how to pay them.

Prepayment of any research fees specified in that e-mail is required. Research fees are non-refundable and do not guarantee that relevant information will be found. In most cases, you will be asked to pay \$10 per document and will receive digital copies, not paper ones.

NB: If you would like a copy of a Sacrament Certificate, please use the Request for a Sacrament Certificate form.

Requester Information

Name: _____

Address: _____

Town/City: _____ Prov.: _____ Postal Code: _____

e-mail: _____

Phone: _____ Fax: _____

Organization Name: _____

Address: _____

Town/City: _____ Prov.: _____ Postal Code: _____

e-mail: _____

Phone: _____ Fax: _____

Request Type

- | | |
|---|---|
| <input type="checkbox"/> Document(s) | <input type="checkbox"/> Parish history |
| <input type="checkbox"/> Photograph(s) | <input type="checkbox"/> General historical information |
| <input type="checkbox"/> Not sure | <input type="checkbox"/> Map, site plan, etc. |
| <input type="checkbox"/> Correspondence, journals, etc. | <input type="checkbox"/> Other: _____ |

Request Details

Please provide relevant information concerning your research and interest in the Archdiocese of Grouard-McLennan – Archives holdings. Please be as concise and specific as possible. Requests that do not indicate what specific information you seek cannot be answered and will be returned. Please attach additional pages, as needed.

(1) **Type of Document:** _____

Date related to document: _____

Location related to document: _____

Other details: _____

(2) **Type of Photograph:** _____

Date related to photograph: _____

Location related to photograph: _____

Other details: _____

(3) **Research Question:** _____

I confirm that the above information is correct and I understand that there may be a fee related to my request. I understand that I must seek permission from the Archbishop of Grouard-McLennan if I intend to use any of the documents I obtain for purposes beyond research and private study.

Signature: _____ **Date:** _____