

## CTGS Research Policy & Services in Belmont Co., OH

Will conduct one ancestor search for one surname with one given name for a **nonrefundable** donation of \$10.00 in the form of a check or money order made payable to the Cumberland Trail Genealogical Society (CTGS). If wanting research on the wife or husband of the ancestor also, will be an additional \$10.00 for that surname & given name. All requests must be submitted by U.S. Mail. You will need to send donation in before research is done.

After the search is done, you will be notified of the amount due for copying (Library photocopies - \$0.15 per page, Courthouse copies range - \$0.50 up to \$3.00 per page, Health Dept. – Certified copies only - \$20.00each) & any other additional postage that may be required. Your copies will be mailed upon receipt of this payment. Send an S.A.S.E, (self-addressed stamped envelope). Please send a business sized or larger envelope to accommodate the pages requested. One business size envelope will handle 3-4 pages.

Give the full name of the one ancestor you wish searched & the time line in Belmont County this ancestor lived in this county.

Please be specific about the info you are requesting. Also please let us know what information you have gathered so we do not repeat the work you have already done.

Please include your mailing address & e-mail address, if you have one.

Requests will be answered in the order they are received.

Please allow ample time as this is a volunteer service. No paid researchers are available.

There is a maximum of 2 (two) names per mailing at \$10.00 each name & 2 (two) requests per month. Research will only be done in Belmont County, OH.

**Please note:** because we are a non profit organization, your donation goes towards adding & maintaining the reference materials, books & CD's we have available. We depend on donations, membership dues & sales of our books & our CD's in order to do this.

Send your requests & check or money order to: CTGS - Research  
P.O. Box 576  
St. Clairsville, OH 43950-0576