

GSNJ Collections—Research Request Form



Instructions

Requests are answered as promptly as possible and are completed for records or information within GSNJ Collection only.

1) Identify Your Research Needs (Bible and Family Records, *GMNJ* articles, or General Research)

- **Bible and Family Records:** the published record number and family name are **REQUIRED**. Search Bible and Family Record indexes for your surname [go to GSNJ Bible and Family Records Collection page on gsnj.org and search both indexes]. Note the published record number and family name.
- ***GMNJ* articles:** volume, issue and page numbers are **REQUIRED**. Search *GMNJ* Article/Author Index on gsnj.org for your surname or topic of interest [go to *The Genealogical Magazine of New Jersey* page on gsnj.org and search Title and Author index]. Note the volume, issue and page numbers.
- **General Research:** surnames, dates and details are **REQUIRED**. Use the Finding Aids on gsnj.org to locate collections that contain your surnames [go to GSNJ Family Record Collections & Collections on Specific Families pages]. Note the collection name(s).

2) Complete Research Request Form

Mail completed form to Or E-mail completed form to reference@gsnj.org
GSNJ Corresponding Secretary
P.O. Box 664
Hopewell, NJ 08525

Alternatively, you can send all required information (without the form) in an email to reference@gsnj.org

3) Research Fees for Members and Non-Members

GSNJ Members receive copies and general research at no-cost. Non-Members will receive an invoice; research requests are added to the queue once payment is received. See the fee schedules below.

Non-member research fees:

- \$5 per Bible & Family Record copy (digital only)
- \$5 per *GMNJ* article (digital only)
- \$25 per hour for General Research. Initial \$25 is for 1 hour of general research. (results sent digitally only)
- Additional General Research hours will be coordinated with the requestor and will be billed after research is complete. Research is provided after it is paid for.
- If printed copies are requested, the cost for copies will be billed to requestor.

Member research fees:

- 5 free Bible & Family Record requests per year (digital only)
- 5 free *GMNJ* article requests per year (digital only)
- 3 free hours of General Research per year (Results sent digitally only)
- Once the annual cap is reached, non-member fees described above are applied.
- If printed copies are requested, the cost for copies will be billed to requestor.
- Although copies & general research are provided at no-cost, donations are welcome [go to <https://njgenealogy.square.site/> or mail a check].

4) Copies and Research Results

Copies of Bible & Family Records, *GMNJ* articles and material from the GSNJ General Collection are provided in digital format via email. If you want paper copies mailed to you, indicate this on the Research Request Form.

GSNJ Collections—Research Request Form



Personal Information (* indicated required fields)

Name *

Street Address *

City *

State/Province *

Zip/Postal Code *

Country *

Phone Number *

E-mail *

* USPS Mail Delivery Requested: YES NO (check one) * Payment via credit card or check (check one)

GSNJ Member? YES NO NOT SURE (check one)

Research Inquiry

* Bible & Family Records GMNJ Articles General Research (check all that apply)

Provide details below on your research inquiry here. For example, provide published Bible and Family Record number and surname; provide *GMNJ* volume(s), issue(s) and page numbers; provide surnames, dates and details along with GSNJ collection name(s), if applicable. Add additional pages if needed.