

## OBITUARY/NEWSPAPER ARTICLE REQUEST FORM

Please submit a printed copy of this form to request that library staff conduct an obituary search on your behalf. A separate form is required for each name or article requested.

**All fees for obituary or article research services must be prepaid and are non-refundable.** Payment is to be in U.S currency only and checks or money orders should be made out to the **Manchester City Library**. Fees are as follows:

If month, day and year are provided, a fee of \$15 per name will be charged.

If only month and year are provided, a fee of \$35 per name will be charged.

Name of Deceased/Article : \_\_\_\_\_

Date of Death/Event: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If you have any questions, you may call (603) 624-6550 x320 or e-mail the library at [library@manchesternh.gov](mailto:library@manchesternh.gov). Please make checks or money orders payable to the **Manchester City Library**. Mail the check and completed form to:

Manchester City Library  
Attn: Information Services  
405 Pine Street  
Manchester, NH 03104

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### For Library Use Only

Amount Received:	Additional charges, if any: \$	
Date Received:	Date Received:	
Check/Money Order #:	Check/Money Order #:	
Bank/Institution:	Bank/Institution:	
Staff initials:	Staff initials:	
Article found? Y N	If yes, date mailed:	Staff initials:
Source:	If no, contact patron.	Staff initials: