

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. Sometimes an obituary is not published. 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: _____

Delivery preference (please circle one): PDF by e-mail printed copy by US Mail

If you have any questions, you may call (603) 624-6550 x320 or e-mail the library at 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

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 delivered:	Staff initials:
Source:	If no, contact patron.	Staff initials: