



ARCHDIOCESE of HARTFORD

Office of the Archdiocesan Archives

RESEARCH REQUEST FORM

(Please type or print clearly)

-Do not use this form for genealogy/ family history research/ requests-

CONTACT INFORMATION

DATE:

Month/Day/Year

NAME:

Last

First

M.I.

ADDRESS:

Number & Street address

Apt/Ste. #

City/Town

State

Zip code

FOREIGN ADDRESS (if outside the U.S.A.):

PHONE:

Please indicate (home/office/mobile)

EMAIL:

RESEARCH TOPIC/ QUESTION

(One topic/question per form - complete a new form for each additional topic/question)

REQUEST/ RESEARCH TYPE

Please check one:

- _____ Academic
- _____ Administrative (AOH personnel only)
- N/A Clergy/ Religious information or photograph *(unavailable)*
- N/A Copies/ Reproduction Services *(unavailable)*
- N/A Genealogy/ Family History *(unavailable)*
- _____ Historical
- _____ Legal
- N/A Media inquiry *(contact AOH Communications Office)*
- _____ Permission to Publish or Quote
- _____ Personal interest topic
- _____ Professional/ Business
- _____ Religious/ Theological
- N/A Sacramental Records *(contact parishes directly)*
[AOH Archives does not hold or administer records – use Location Guide on AOH website]
- N/A School Transcript/ Student Records *(contact AOH Catholic School Office)*
- _____ Other _____
(please specify)

RESEARCH TOPIC & PURPOSE

(Attach proposal plan, project outline, and/or additional pages as needed)

Please indicate research deadline (if applicable): _____

- For major research projects, please provide a copy of your project proposal.
- Research appointments are at the discretion of the AOH Archivist and in accordance with departmental policies and procedures.
- Please reference the AOH Archives website:

<https://archdioceseofhartford.org/ministry/archdiocesan-archives/about/>

SPONSOR OR COMMISSIONING ENTITY (if applicable)

COMPANY/INSTITUTION/ORGANIZATION *(if applicable)*

ADDRESS (company/institution/organization)

NAME OF SPONSOR (name of person authorizing project or overseeing project)

SPONSOR'S ADDRESS

SPONSOR'S PHONE (please indicate - home/office/mobile)

SPONSOR'S EMAIL

POLICIES & PROCEDURES

GENERAL INFORMATION:

- Please reference **AOH Archives Access & Use Policy** and **Rule of the Archives** on AOH Archives website or contact AOH Archivist directly.

ACCESS AND USE:

- Access and use of the materials housed in the Archdiocesan Archives is granted at the discretion of the AOH Archivist and in accordance with departmental policies and procedures. Materials may or may not be available for research; restrictions and fees may apply. (Chancellor's approval may be required.)

If you know the collection number(s) and/or titles(s) of the AOH Archives holdings that you require for your research, please list them below:

COPYING, COPYRIGHT, PUBLICATION

GENERAL NOTICE:

- All copying, reproduction, quotation, publishing, citation, displaying, etc., of any AOH Archives materials is at the discretion of the AOH Archivist and in accordance with departmental policies and procedures. Appropriate forms must be completed; restrictions and fees may apply. (Chancellor's approval may be required.)

IS RESEARCH INTENDED FOR POSSIBLE PUBLICATION: Yes No

- An AOH Archives Permission to Quote/ Publish Form must be obtained, completed, and approved by proper internal AOH authorities, prior to the publication of any AOH Archives materials.
- It is the sole responsibility of the requestor/ researcher to obtain all necessary copyright permissions and to adhere to all U.S. copyright and "Fair Use" laws.

WILL YOU POSSIBLY REQUIRE PHOTOCOPIES, SCANS, OR OTHER POSSIBLE REPRODUCTION SERVICES: Yes No

- An AOH Archives Permission to Copy/ Reproduce Form must be obtained, completed, and approved by internal AOH authorities and full payment received prior to any copying or reproduction of AOH any archival materials.

- A flat fee for photocopies/ scans applies. Photocopies/ scans are done in-house and as time permits.
- Other reproduction services are at the full expense of the requestor/ researcher; AOH will select and approve the vendor.
- If applicable, other charges may be assessed in accordance with departmental policies and procedures.

APPLICATION PROCESS AND PAYMENT

- A non-refundable \$25.00 service fee applies and must accompany this form; additional fees may apply.
- Only personal or corporate checks will be accepted.
- Check must be in U.S. currency and drawn from a U.S. bank. Do not send cash.
- Please make checks payable to: **Archdiocese of Hartford**
- On the memo line, please write: **Archives**
- Fulfillment of requests is a courtesy, if/when time permits.
- Results are not guaranteed.
- Please allow for 4-6 months for a response (please plan accordingly).

Please mail request form, check, and any supporting documents (as applicable) to:

Office of the Archdiocesan Archives
Roman Catholic Archdiocese of Hartford
467 Bloomfield Ave.
Bloomfield, CT 06002

860-541-6491 (P)