

## Obituary Request Form

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Members of the Charles City Public Library staff are available to help conduct research using our microfilm machine, cemetery plot information, and genealogy research tools. Please note that information in these records may be incomplete and any research may not be able to be completed satisfactorily (i.e. not every obituary was published in the local papers due to concerns of space). In return for this service, the Charles City Public Library asks that a donation be made to the Library to assist with this service in the future.

**Person Requesting:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **or** **email:** \_\_\_\_\_

**Name of Deceased:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Date of Death:** \_\_\_\_\_

**Other Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

.....  
Status: \_\_\_\_\_ *for staff use*

**Unable to Find** \_\_\_\_\_

**Need to Look Further** \_\_\_\_\_

Last Roll Searched \_\_\_\_\_

**Found** \_\_\_\_\_

Microfilm Name/Roll # \_\_\_\_\_

Date Sent \_\_\_\_\_

Donation Received \_\_\_\_\_

Please make search notes on the back side of this form (i.e., where you have looked, what you have found, any additional information you may have discovered).