

Record Request Form

The Records Center staff will gladly assist with short, specific inquiries regarding Delaware County Records. For more in-depth genealogical requests, please contact the:

Delaware County Genealogical Society at (740) 369-4375 or genie@delawareohiohistory.com

Delaware County Historical Society at (740) 369-3831 or www.DelawareOhioHistory.org

Payment may be made by cash or money order, made payable to the Delaware County Records Center, 2079 US Rte. 23 North, PO Box 8006, Delaware Ohio 43015.

Payment and a self-addressed stamped envelope must accompany all requests.

Media Type	Unit	Cost Per Unit
Letter or Legal Sized Paper Copy (Single Side)	Page	\$0.10
Letter or Legal Sized Paper Copy (Double Side)	Two Sided Page	\$0.10
Certified Paper Copy	Page	\$2.10
Certified Marriage Record (Paper)	Page	\$2.10
Microfiche	Fiche	\$0.10 Per Image
Email Documents	Various Forms	See Cost Per Unit Above

Request Form:

For your convenience this form may be used.

Record Type (Example: Birth, Death): _____

First Name on Record: _____

Last Name on Record: _____

Record Date: ____/____/_____
MM DD YYYY

Additional Information:

Number of requested copies: _____

Number of requested certified copies: _____

Record Type (Example: Birth, Death): _____

First Name on Record: _____

Last Name on Record: _____

Record Date: ____/____/_____
MM DD YYYY

Additional Information:

Number of requested copies: _____

Number of requested certified copies: _____