

Record Request Form

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

Delaware County Genealogical Society at (740) 369-4375 or delawareohiogenealogy@gmail.com

Delaware County Historical Society at (740) 369-3831 or info@delawareohiohistory.org

Payment may be made by cash, check or money order. Checks and money orders should be 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 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 | \$0.50 |
| 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: _____