

## Genealogy research request form

You are the expert for the history of your family.

Unfortunately, I do not know what you already know. Please help me to learn more about your family or the person / branch of the family you are looking for. That's the only way for me to get to know the task.

The following information is necessary for me to estimate the research effort and to perfectly prepare or do the research. This information is the basis for a good cooperation and the most satisfactory research result.

**The following information is known to you or you have proof of it. Please mark unknown items with "x".**

	Regarding the searched person	father	mother	siblings
First name(s)				
Family name:				
Birth date:				
Birth place:				
Birth name:				
Baptism date:				
Baptism place:				

Religion:				
Occupation:				
Known place(s) of residence with year:				
Marriage date:				
Marriage place:				
(Marriage) partners:				
Death date:				
Death place:				
Burial place:				
Further information:				

**You have already evaluated the following sources regarding the searched person** (e.g.: archive files, church records, certificates, register entries; books, magazines, family databases ...):

**Here you have already searched with or without success:** (databases, platforms such as ancestry.com, city archives, national archives, parishes, ...)

Each piece of information, even if it seems so little and unimportant (even rumors) may be a possible approach for a research.

**Please note what you have heard, read or concluded from other sources:**

**Thank you very much for your effort!**

And the first important step is: Your specific research question for me.

**What am I supposed to find out? How can I help you with your research?**

In order to have a smooth exchange of information, I would like to know how to contact you.

**What is the best way to reach you?**

E-mail address:  Skype-ID/name.:

On which days / at which time can I best reach you:

Postal address / invoice address:

All information collected here will only be used for the fulfillment of the contract and will of course be treated confidentially.

**Please save this document and send it back to me by e-mail: [auftrag@archivbegleiter.de](mailto:auftrag@archivbegleiter.de)**

I will have a precise look on the information and will then get back to you within the next 14 days.

Your personal research assistant  
Lars Thiele