

**SURRATT HOUSE MUSEUM**  
*James O. Hall Research Center*  
9118 Brandywine Road, Clinton, Maryland 20735  
Telephone: 301-868-6185  
Email: [pgp-johrc@pgparks.com](mailto:pgp-johrc@pgparks.com)

***Research Services Request Form***

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The James O. Hall Research Center at the Surratt House Museum can sometimes provide research services to members of the public who cannot visit the Museum and Library in person. A research services request asks for information about a specified event in a specific source during an estimated time frame (limited to a 10-year span). Research requests are fulfilled as staff time allows. Please allow 6 weeks for each request. If we are unable to fulfill your request, we will notify you as soon as possible and refund any fees paid.

There is a fee of \$25/hour for research. (Hours will not be charged in fractions, meaning a research time of 1.5 hours would be billed as 2 hours.) Research requests must be submitted with a pre-payment of \$25 for the first hour. Additional hours will be billed once the first hour has been exhausted.

Once the research request has been fulfilled, copies of certain resources may be requested separately. Not all resources may be available for copies, however, and some information pertaining to donors may be confidential. A research request includes 4 copies. Additional copies will be billed at \$1.00 per page. Copies are intended for personal use only. Researchers wishing to publish materials from the Museum's collection must submit a request for permission to do so and pay associated fees.

Please complete the following information. Submit this form and an initial \$25 fee via check or money order to: Surratt House Museum.

Researcher Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Institutional Affiliation (if any): \_\_\_\_\_

Purpose of Research (select one):

- Personal Interest       Genealogy Research       School/ Project Research  
 Publication       Press       Other:

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General Description of Research Project: \_\_\_\_\_  
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\_\_\_\_\_

Acknowledgement:

I shall acknowledge the use of the James O. Hall Research Center at the Surratt House Museum in any publication which may result from my research through correct citation of sources.

I shall obtain the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date