



## **GENEALOGY RESEARCH REQUEST FORM**

Please fill out this form as completely as possible. **\*Asterisks and Bold** items are necessary to begin a search.

**\*Full name** to be researched: (include any known changes) \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Year of emigration and from where: \_\_\_\_\_

Date and place of death: \_\_\_\_\_

**\*Destination City/Settlement in America:** \_\_\_\_\_

Name of U.S. Church Attended: \_\_\_\_\_

Name of spouse: \_\_\_\_\_

Spouse's birthdate and place: \_\_\_\_\_

Year of spouse's emigration and from where: \_\_\_\_\_

Date and place of spouse's death: \_\_\_\_\_

Date and place of marriage, name of officiant: \_\_\_\_\_

Children — Name, date, and place of birth (please include details here):

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

Additional information about the family (include details here): \_\_\_\_\_

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

**\*Information you are seeking** (include details here & be specific): \_\_\_\_\_

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

**\*Your name and address** and e-mail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ →

Depending upon the information and sources available, we are able to spend a *maximum of 4 hours per request*. If we are unable to assist you, we will try to refer you to other possible sources.

- \_\_\_\_\_ I enclose payment for \_\_\_\_\_ (1, 2, 3 or 4) hours  
\_\_\_\_\_ Bill me for research beyond hour(s) paid for  
\_\_\_\_\_ Spend no more than \_\_\_\_\_ (1, 2, 3 or 4) hours  
(leaving this blank implies a limit of 4 hours)

Please send this form with your check payable to Swenson Center for \$40 per hour to the address above. (\$30 per hour for Swenson Center annual supporters--please visit [www.swensoncenter.org/support](http://www.swensoncenter.org/support) for more information) (*Canadians, please contact us to ask how to pay if you do not have a U.S. checking account. Swedes, please use our Swedish request form at [www.swensoncenter.org/försvenskar](http://www.swensoncenter.org/försvenskar)*)

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*Hints for Research Requests:*

- Searches average 1-3 hours. To avoid paperwork delays on our end, we recommend that you send payment for no more than 1 hour and let us bill you for additional time spent so we do not need to send you a refund.
- Please fill out this form as completely as possible, and refrain from writing “see attachments” instead. If we have to search attachments to find simple details, it will take us longer to do the research.
- Refer to people by name and not by “my great-grandmother” or “my grandfather.” This reduces time spent determining each person’s relationship to you.
- Also, do not leave spouse/children information blank because you “already have that information.” We may need details about them in order to look for the original person. Thank you!

*Sources:* Based on information you provide, we will start our search using the following basic sources available at the Swenson Center (underline any specific sources you would like us to search, but we usually know where to start):

1. Swedish-American and -Canadian church records (founded in North America by Swedish immigrants). If the immigrant was only married or buried through the church and did not join it, it may not say much about him/her.
2. Emigrant indexes and lists from all counties (*län*) in Sweden 1861-1940.
3. Passenger indexes from the Swedish ports of Göteborg 1869-1930, Malmö 1874-1939, Stockholm 1869-1920, and Kalmar 1880-1893; many ports in Norway; and the port of Copenhagen in Denmark 1868-1908.
4. Indexes to New York and other port arrival records in various forms 1851-1924.
5. Swedish parish records (ca. 1700-1930) using online subscriptions. Must first know the parish & county of birth to use them, but if we find the birth parish for you in our other records, we should be able to continue in Swedish records for you. These can often be used to trace people back to find ancestry, and occasionally forward to living relatives in Sweden.
6. Swedish-American and -Canadian newspaper obituaries, if exact date & place of death are known.
7. Swedish-American fraternal lodge records, including Independent Order of Svithiod, Independent Order of Vikings, Independent Order of Good Templars, and Scandinavian Fraternity of America.
8. 20,000+ books, including books about Swedish parishes, Swedish-American settlements, and churches. Search [library.augustana.edu](http://library.augustana.edu) for titles. Search archival collections at [Augustana.pastperfectonline.com](http://Augustana.pastperfectonline.com).



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