



*Claresholm & District Museum*

Claresholm & District Museum  
Box 1000, Claresholm, AB T0L 0T0  
5126 1<sup>st</sup> St. E (Hwy 2) & 5115 2<sup>nd</sup> St. E  
403-625-1742  
museum@townofclaresholm.com  
www.claresholmmuseum.com

**Research Request Form**

All users of the Claresholm & District Museum archives are encouraged to fill out this research request form. The information provided will allow us to accurately search for what you are requesting and contact you.

**Please note that if you have not made an appointment with the Museum we may not be able accommodate your request immediately.** We will try our best depending on staff availability.

All research requests are placed in a queue in the order they were received and processed based on staff and volunteer availability. Each request will be given the first ½ hour of research time for free. At this time you will be contacted to let you know what we have found and determine if you would like copies of anything and how to proceed (please refer to “Copy and Use of Photographic Archives” document for prices for copies of photographs, photocopies of documents and additional research time).

Date: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

Area of Research: **Please include as much detail as possible** (ie. how is the person you’re looking for related to you, when were they in Claresholm, include maiden names if known, birth and death dates if known, etc.)

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

Signature: \_\_\_\_\_

**Office Use:**  Used Database  Accessed Archives  Accessed Artifacts  History Book  Online Resources