



SPARTANBURG COUNTY  
PUBLIC LIBRARIES

## Distance Research Request Kennedy Room of Local and South Carolina History Cleveland Genealogical Department

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

**Phone Number (with area code):** \_\_\_\_\_

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

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

\_\_\_\_\_

**Preferred Method of Contact:** \_\_\_\_\_

### Research Request:

Please list names, dates, locations, and/or specific topics:

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### Death Notice or News Article Request:

Please provide all information as listed in the newspaper or available in the index

Name/Topic:	Date:	Page/Certificate Number:	Service Fee:

Please see reverse side for research and payment information

### **General Research Requests:**

Types of general research requests include but are not limited to:

- Newspaper articles in historical Spartanburg County newspapers (requiring at least a name and/or topic, and a date range)
- Checking probate, land, military, or other indexes for specific names
- Checking family histories for specific names
- Specific topics regarding Spartanburg County history

General research fees vary. Staff research time is limited. Please contact us for a list of local area researchers for more extensive research requests.

### **Ordering Copies of Death Information:**

Copies of death notices from our newspaper indexes can be ordered if you do not have a Spartanburg County library card, and access to the NewsBank database. Please list on the form:

- The decedent's name,
- the date the death notice appeared in the newspaper,
- and the page number on which it appeared, as listed in the newspaper index.

Copies of South Carolina death certificates at least 50 years old can be ordered. To order a copy of a death certificate, please list on the form:

- the decedent's name,
- date of death,
- and death certificate number as listed on the South Carolina Department of Public Health index.

There is a \$5.00 service fee per request (includes shipping & handling). Limit is 5 copies requested every two weeks, whether it is of death certificates, from the newspaper indexes or a combination of the two.

### **Processing Information:**

For all requests and orders, please allow approximately two (2) weeks to receive copies or digital files. Prepayment is required for these requests. Check or money orders are accepted. Credit card payments are accepted by using the SCPL Payment Portal process upon receiving invoice information from Kennedy Room staff.

Please make check or money order out to Spartanburg County Public Libraries and mail, along with completed form to:

Kennedy Room Staff  
Spartanburg County Public Libraries  
151 South Church Street  
Spartanburg, SC 29306