

NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812
MEMORIAL LIBRARY

INFORMATION REQUEST FORM

Cheryl (Cher) Miller Sesma, Librarian National
18615 Asuncion Street, Porter Ranch, CA 91326
Tel: (818) 366-9637 | Email: usd1812librarian@gmail.com

Please send this form to the Librarian National via email or to her home address listed above. Please do not send payment at the time of the request. You will be contacted with the amount due once the copies have been made. Once we receive your payment, the copies will be mailed to you.

Please do not send this form to Headquarters. It must be sent to the Librarian National first for processing.

FEE STRUCTURE:

Service	Fee
Copy of an approved application or supplemental application (for personal use only)	\$10 per application
Copy of an ancestor file	\$10 for first 20 pages plus \$.50 for each additional page per file
Up to 20 pages copied from library collection material	\$10 for first 20 pages plus \$.50 for each additional page

Date: _____

Information Being Requested (Please be very specific): _____

REQUESTOR INFORMATION:

Name of Service Requestor: _____

Phone Number: _____

Email Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

INFORMATION PROVIDED:

DO NOT SEND PAYMENT AT THIS TIME. Please wait until you are contacted by the Library Assistant.

After you are contacted by the Library Assistant, please send your check in the amount due and a copy of this form to:
Library Assistant Mail to: 1461 Rhode Island Avenue NW, Washington D.C., 20005. The check amount should match the "Amount Due" listed below. (Checks are to be made out to: Treasurer National, U.S.D. 1812)

The information below will be completed by the service provider.

Information Provided: _____

Amount Due: _____