



Newtown Historic Association Research Request Form

Thank you for contacting the Newtown Historic Association with your research request. Please fill out this form as completely as possible and mail it to the NHA at the address below. We will be getting back to you with an estimate of the time and cost for your inquiry. A minimum charge of \$30 covers one hour of research and up to 10 copies; each additional hour of research will be charged at \$20/hr. Additional copies are \$0.25 per page. If you choose to use your own scanner the charge is \$15.00. Written inquiries are answered as time and staffing permits.

Name: _____ Date: _____

Address: _____

Telephone: _____ E-mail address: _____

Description of Research Request:

Type of Material Needed: (i.e. copies of photographs, genealogical records, documents, etc.)

Reason for Research:

If you would like to personally utilize the NHA's archival or photo collection, please visit the Callahan Research Center at 100 Mercer St, Newtown, during our hours of operation on Tuesdays 9:00 AM to 1:00 PM & Thursdays 7:00 PM to 9:00 PM, and by appointment - please call 215-968-4004 to make an appointment. At this time we do not make a charge for such a visit and the assistance we render. The NHA is staffed by unpaid volunteers. All funds received are used for the maintenance of the buildings and to preserve the collection of historical materials entrusted to us.

- Mail Research Request Forms to: The Newtown Historic Association, P.O. Box 303, Newtown, PA 18940
Attn Research Dept.
- Inquiries will be answered as soon as time and staff allows.
- This form will be returned to you with our estimate of the charges for your research request