

**Historical Society Board
Policy For Queries
Adopted July 2009**

Members of the Historical Society

Jay County Historical Society members are provided 1 hour's research time during the calendar year of their membership. This may include 2 short queries if both queries can be done within 1 hour's time. Should additional time be needed for these queries, there will be a fee of \$10 per hour, or portion thereof, required to answer the query. For example, the charge for 1 hour and 15 minutes would be an extra \$2.50 to members. Our standard copy and mailing fees will apply.

Copy fee: \$.25 per side

Scanning fee: \$1.00 per copy

Shipping: Actual shipping using first class rates will be charged. All fees need to be paid before materials will be shipped.

Non-member Query Request

There is a \$10 per hour research charge for non-members of our society. The Historical Society must be in receipt of your query and the \$10 before any research is started. All other charges are the same as for members.

Please be patient when requesting a query. We have a very limited number of volunteer researchers.

Thank you.

Where To Find Other Information

[Charges For Research May Apply]

Jay County Health Department
504 West Arch Street, Portland, IN 47371
260-726-8080

Birth Certificates
Death Certificates

Recorder's Office—Courthouse
120 Court Street, Portland, IN 47371
260-726-4572

Deeds—Bound copies of Portland newspapers

Clerk's Office—Courthouse
120 Court Street, Portland, IN 47371
260-726-4951

Wills—Marriages—Divorce

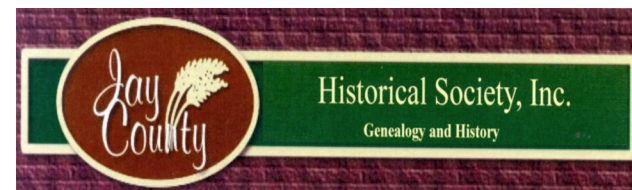
Jay County Public Library
315 North Ship Street, Portland, IN 47371
260-726-7890

Commercial Review on microfilm
Directories—County Histories—Maps—
Yearbooks—Microfilmed Portland Newspapers—
Indexes for Vital Records—Family Histories

Museum of the Soldier Inc.
510 East Arch Street, Portland, IN 47371
260-726-2967 (Limited hours)

Our Mission

The Jay County Historical Society is a volunteer organization of historically minded individuals who maintain the Jay County Historical Museum and Library, who collect and preserve artifacts related to Jay County, who research and record the history and genealogy of Jay County, and who safeguard Jay County's history for future generations.



GENEALOGY DEPARTMENT

Research Materials

Census Information
Cemetery Lists and Locations
County & City Directories
County Histories
DAR Patriot Index
Family Histories
Funeral Home Records
Graphic Newspapers 1949-1962
Index for Birth & Death 1882-2008
Limited Out-of-State Material
Marriage Records
Maps of Jay County—Plat & Twp.
Microfilm of Selected Newspapers
Military Information
Newspaper excerpts 1854—1889
Obituaries - Probates



The Jay County Historical Society, Inc.
903 East Main Street, Portland, IN 47371
Telephone: 260-726-7168 Fax 260-726-7178
E-Mail: research@jaycountyhistory.org

Hours: 10:00 a.m.-4:00 p.m. Monday—Friday

I have a query ...

Member ___ Non-member _____

Date of query _____

Initial payment included: \$10.00 _____

Check # _____

Money Order _____

Please print your information.

My name _____

Address _____

City _____ State ___ Zip _____

E-mail _____ Phone _____

My query:

Name _____

Name _____

Maiden Name _____

Maiden Name _____

DOB _____ Location _____

DOB _____ Location _____

DOD _____ Location _____

DOD _____ Location _____

Years They Lived in Jay County _____
(Please use years they lived here.)

Years They Lived in Jay County _____
(Please use years they lived here.)

Additional Info _____

Additional Info _____

* There is a complete list of obits that we have from the Portland *Commercial Review*, 1991—2008, listed on our web-site. You may request copies of these at \$.25 per side plus mailing.

***What information are you looking for in this query?**

*We welcome everyone to visit our genealogy library at anytime during regular business hours. Should you be wanting to view probate records, it is necessary for you to call ahead at least two days so that we may have additional staff available to pull your records as these are stored off site of the library.