



# PASSAIC COUNTY HISTORICAL SOCIETY

3 Valley Road, Paterson, NJ 07503 • Ph. 973-247-0085 • Fax: 973-881-9434

E-mail: [Library@LambertCastle.org](mailto:Library@LambertCastle.org) • [www.lambertcastle.org](http://www.lambertcastle.org)

## Researching at the Passaic County Historical Society

In an effort to bring renewed attention and interest to our collection and to the study of Passaic County history, the Passaic County Historical Society welcomes research requests.

**Archive Hours:** Weekdays: Wednesday - Friday, 1-4 p.m.  
Weekends: Second & Fourth Saturday of the month: 1-4 p.m.

Please call or e-mail before visiting so that we can better assist you. Special appointments may be available pending staff availability. The Archive may be closed in observation of holidays, inclement weather or during special events; please call ahead to confirm. Food, beverages, overcoats and bags are not permitted in the Archive. On-site lockers are available to secure belongings. Notebook, pencils, and lap-top/notebook computers are permitted.

### Our research facilities include:

#### Library & Archives

The Society has a research library of over 5,000 books and other materials, focusing primarily on Passaic County and the Northern New Jersey history.

#### Genealogy Collection

The research collection includes extensive records on local genealogy, including over 100,000 Passaic County family group sheets, compiled family files, church, cemetery, bible records and history books. (NOTE: The Passaic County Historical Society does not hold any official Vital Records such as birth, marriage and death certificates. If you are looking for Vital Records, you must contact the State Archives at <http://www.state.nj.us/state/archives/>.)

### There are three options for research at the Passaic County Historical Society:

Research requests and contracts guarantee staff time; they do not guarantee answers. The staff will make every effort to discuss projects and the potential for their success, but cannot predict that the information sought for will be found in our Archive.

#### Research in Person

Visiting the Historical Society and doing your own research. Access is free to PCHS members. A fee of \$5.00 per-person is charged for non-members, which includes access to our museum. You may call ahead and let us know what materials or titles interest you. If you do not have specific information, please let us know what you are researching so we can prepare appropriate material for your visit.

#### Research by Mail

If you are unable to visit in person, research requests can be performed by PCHS staff and experienced volunteers, and is billed according to the following rates:

- Standard research fee for the first hour: \$25.00, includes up to 10 pages of photocopies.
- Every hour thereafter: \$10.00 for PCHS Members
- Every hour thereafter: \$25.00 for Non-Members
- Postage fees will be added.

Please make all requests in writing using the **Research Request Form**. Include a check or money order (payable to the Passaic County Historical Society) for all applicable fees. Credit cards are also accepted by calling the Society at 973-247-0085, Please send your written request, including all pertinent information as described below, and payment to:

Passaic County Historical Society  
Library/Archives Research  
3 Valley Road, Lambert Castle  
Paterson, New Jersey 07503

Research results will be sent 4-6 weeks from receipt of payment. You will receive your information only after the research fees have been paid in full. We cannot guarantee our investigation will produce any results, but we will make every effort to aid you. Included in our response will be list of the sources consulted in the course of our research. In order to expedite your request and to prevent repetition, please complete the **Research Request Form** and include the initial payment covering the first hour's research (you will be informed if additional funds are required).

Inquiries should provide as much detail as possible with regard to names, dates and places and should state what sources have already been searched. The more information provided, the better chances for a successful search. Inquiries that include the request, "Please send everything you have on..." will not be answered. We regret that we cannot conduct searches in other local repositories.

#### Research by Email

A simple research request by email, **requiring no more than 15 minutes** will be accepted at the discretion of the Library and Archives Staff. The staff is happy to assist with specific requests. Unfortunately we cannot dedicate unlimited hours to individual requests for original research at no charge. Email requests will be answered within 1 to 2 weeks. You will be notified if your research request requires more extensive time. Donations accepted. E-mail us at: [Library@LambertCastle.org](mailto:Library@LambertCastle.org)



# PASSAIC COUNTY HISTORICAL SOCIETY

3 Valley Road, Paterson, NJ 07503 • Ph. 973-247-0085 • Fax: 973-881-9434

E-mail: Library@LambertCastle.org • www.lambertcastle.org

## Genealogy/Historical Research Request Form

Please conduct a 1 hour search for \$25.00. I would also like \_\_\_\_\_ additional hour(s) of research at:  
\$10.00 per hour, PCHS Member. \$25.00 per hour, Non-Member.

Enclosed is my payment of \$ \_\_\_\_\_.

Name : \_\_\_\_\_ PCHS Member #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Method of Payment:  Check  Money Order Credit Card:  Visa  MasterCard  AmEx

Card #: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

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

I am interested in:  Genealogy Research  Historical Research *(please list subject below)*

Name of Ancestor (one name per search): \_\_\_\_\_

Birth Date and Location: \_\_\_\_\_

Marriage Date and Location: \_\_\_\_\_

Death Date and Location: \_\_\_\_\_

Years in Passaic County: \_\_\_\_\_

Town or Township of Residency: \_\_\_\_\_

Nationality / Religion: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Birth Date and Location: \_\_\_\_\_

Death Date and Location: \_\_\_\_\_

**Please list any additional information** about your family or subject, including spouse/spouses, children and their information below or on a separate sheet that may help better understand you research request.

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

### STAFF ONLY BELOW THIS LINE

CONTRACT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_ RESEARCHER: \_\_\_\_\_