

**BROOKE WHITING ARCHIVES**  
**632 Washington Street**  
**Cumberland, MD 21502**  
**301-777-7782**

**REFERENCE REQUEST APPLICATION**

**Reference Requests**

The Brooke Whiting Archives is open by appointment only. Appointments can be made from Tuesday through Saturday from 10:00 a.m. to 4:00 p.m. Researchers are encouraged to visit the archives. If unable to visit, please submit this reference request application. Requests must conform to the guidelines specified below. Applications that do not comply with the stated guidelines will be returned for revision. If the submitted application conforms to the guidelines and the archives is able to honor the request, a \$10 per hour fee will be applied for the related research by the archives staff. Postage and handling will be charged and any costs for photocopying materials will also be included. You will be notified in advance of the estimated cost for research services. If you accept the charges, the archives staff will answer your request. You will be notified when the research is completed and be told the actual cost of such services. Then, you will be required to send a valid check payable to the Allegany County Historical Society. Upon receipt of your payment, the archives will send the information gathered from research.

**Notice**

The archives staff cannot perform extensive research, including genealogical. Given our staffing levels, requests may not be answered for several weeks.

**Guidelines**

Research requests should be limited to one specific question. Please be clear and concise about the information you are requesting. Please print or type your information.

-----  
**Name** \_\_\_\_\_

(Last, First, Middle)

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Request** \_\_\_\_\_

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

