

Designed by Alexander Jackson Davis


## MADISON COUNTY HISTORICAL SOCIETY

435 Main Street, Oneida, NY 13421

315.363.4136 Email: [history@mchs1900.org](mailto:history@mchs1900.org)


Websites: [www.mchs1900.org](http://www.mchs1900.org) ▪ [www.madisoncountyhoppfest.org](http://www.madisoncountyhoppfest.org)

▪ [www.mchsfarmermarket.org](http://www.mchsfarmermarket.org)

Join us on  *Madison County Historical Society, Oneida, New York;*

*Madison County Craft Festival; Cottage Lawn Farmers' Market;*

*Madison County Hop Fest*

 *Madison County Historical Society* ✂ *mchs1900*

### Madison County Research Request Form

*The Madison County Historical Society's Mary King Research Library has information mainly on the history of Madison County. Among our records we have vital statistics taken from local newspapers, a listing of early pioneers in the area, family, subject, and place files, published early histories of the county, microfilm of some local newspapers and state and federal censuses, county maps (1855 and 1875), city directories, church records, cemetery listings, lists of veterans from Madison County who served during Civil War, WWI and WWII, town and city histories, and an archival index covering a wide variety of documents from family papers to legal documents. We also have photography, postcards, daguerreotypes, and textile collections.*

- Please fill out the research request form below as completely as possible, so that your request may be processed as soon as possible.
- Provide us with any specific dates, locations, and/or resolution/ordinance numbers you may have. This may expedite the research process.
- The information being requested may only be used for private study, scholarship, or research. **If the intent of said requested material is to be published, please follow these guidelines:** to publish any materials (images or content) from the Madison County Historical Society including our website, please follow these guidelines:
  - 1) Complete an "Intent to Publish Form". This form must be approved by Madison County Historical Society. Forms may be requested by emailing [history@mchs1900.org](mailto:history@mchs1900.org) with "Intent to Publish" in the subject line.
  - 2) It is the responsibility of the requestor to obtain any required copyright permissions from the copyright holder, which in some instances may be Madison County Historical Society, but may often be a third party.
  - 3) Madison County Historical Society may assess a fee for use of materials from its collections for publication. Fees are determined on a case-by-case basis and are intended to offset a small part of the Madison County Historical Society costs associated with processing, preserving, and servicing its collections.
- Fees for research and copies are as follows:
  - Research completed by our research team for non-members \$20.00 per request (per family) (includes up to 4 copied pages).
  - Research by appointment in our library for non-members \$20.00 per request (includes up to 4 copied pages)
  - Additional copies - \$ .25 per page (Note: additional postage maybe required)
  - Research for Members is free; additional copies - \$ .25 per page
  - Paid requests are handled on a first come first serve basis.

---

Signature

Date

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**If you are looking information about your home, please provide us with a name(s)of previous owner(s) stated on your deed.**

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

**If you are seeking research on an individual(s), please fill out the chart below as best as you can. Please be as specific as possible.** *Please also indicate which town/city/village in Madison County, NY where your ancestors resided if known. There are 15 towns and one city in Madison County, NY-Brookfield, Cazenovia, DeRuyter, Eaton, Fenner, Georgetown, Hamilton, Lebanon, Lenox, Lincoln, Madison, Nelson, Oneida (City), Smithfield, Stockbridge, and Sullivan.*

**Name:** \_\_\_\_\_

Important Dates: Birth: \_\_\_\_\_ Death: \_\_\_\_\_ Marriage: \_\_\_\_\_

Cemetery buried in if known: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Spouse: \_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_  
(Include maiden Name)

**Other Family members:**

Father: \_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

Mother: \_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_  
(Include maiden Name)

Children: \_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_ DOD: \_\_\_\_\_

Any other pertinent information: \_\_\_\_\_

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

---

---

---

Please send this signed form along with payment. **Note: No research will be started until the form is completed, signed, and returned with payment.**

If you would like to make an appointment to come in to conduct your research in our Library, please let us know what date and time work best for you. \_\_\_\_\_

**Madison County Historical Society**  
**Check and Credit Card Payments**

Check made payable to Madison County Historical Society. Check#. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Exp \_\_\_\_/\_\_\_\_ Security Code \_\_\_\_\_

Zip Code of Credit Card Billing Address \_\_\_\_\_

*Please note that if you are paying by credit card, 4% will be added to the total amount to cover the Square processing fees for manually entered credit card payments.*

**Please note the following regarding Birth, Death, and Marriage Records**

Birth, Marriage, and Death Records in Madison County are filed with the clerks in the city/town/village where the event happened. New York State did not require these records to be kept until the late nineteenth century, please keep in mind that if you are looking for records prior to this time frame they become much more difficult to find. According to the County's website-[www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov) or Madison County, NY | Official Website the County Clerk's office has a small collection of marriage certificates for the following years - 1908 - 1931. You can also obtain these records by visiting the NYS Department of Health at Genealogy Records & Resources -New York State Department of Health ([ny.gov](http://ny.gov)) or [www.health.ny.gov/vital\\_records/genealogy](http://www.health.ny.gov/vital_records/genealogy)

**Please note the following regarding Property Records and Court Records**

**Property Records and Court Records** Property Records and Court Records can be retrieved from the Madison County Clerk's Dept., Madison County Office Building, 138 North Court Street, Building 4, Wampsville, NY 13163. [www.madisoncounty.ny.gov/174/County-Clerk](http://www.madisoncounty.ny.gov/174/County-Clerk)

According to Madison County's Clerk Dept. website page, The County Clerk's Office handles the fees, fines, filings, indexing, and certifying of Court Records. According to Madison County's Clerk Dept. website page, accurate and accessible real property records are essential for conducting transfers of, or alterations to, land ownership. Our office handles deeds, easements, leases, mortgages, survey and subdivision maps, assignments & satisfactions, and liens & judgments. Most of these records are available to the public. How to Obtain a Copy of Your Deed or Mortgage- Don't pay a third-party service \$25, \$50, \$100, or more for a copy of your deed or mortgage. Stop by our office in Wampsville at the County Office Building and use our public search computers to retrieve and print your deed and/or mortgage. Not good with computers? We will show you how. The cost is just \$0.65 per page. The average deed is three pages – just \$1.95! Unable to stop in at our office? We can send you a copy of your deed and/or mortgage by email. The cost for this service is \$5 per document. We accept checks, money orders, and credit/debit cards (additional transaction fees apply). Please provide us with as much information as possible regarding the document you want – such as the book & page reference, instrument number, names of the buyer(s) & seller(s), name of the town where the property is located, and approximate date of the transaction. We do not index by tax ID or street address. Call the recording clerks at the number below for payment options. 315-366-2261 If paying by credit/debit card, additional charges will be explained to you. When we receive your payment, We will email your document(s) to you as a PDF attachment(s). If you require a printed copy mailed to you by USPS, we will provide you with the cost for each document. Additionally, you must provide us with a self-addressed stamped envelope. Further details will be provided. Please note: certified copies cannot be emailed. These documents must either be obtained at our office or through USPS/FedEx/UPS.