**Request for Research & Information**

Port Hope Archives is here to assist you with your research. Please fill out and submit the following form and we will be in contact with you shortly. Important information about our fees can be found below this form.

**Name**  
  
First  
   
Last

**Email**

**Phone Number**

**Purpose for Research**

Local History  
  
Family History   
  
Building History   
  
Other

**Have you looked at our online research resources?**

Port Hope Archives online resources (https://www.porthopearchives.ca/research.html) Online Photo Collection (www.flickr.com/photos/porthopearchives) Browse descriptions of Port Hope Archives' holdings (https://www.archeion.ca/port-hope-archives)

Do you have an active membership with the Port Hope Archives?

**Yes No**   
  
\* No, but I would be interested in learning more about the perks of becoming a member, and supporting the Archives ($25/household or $50/business annually)

Please see the list of fees below. Fees may be be applicable with your request. (Please note that staff will explain any involved fees before undertaking research or copying) \*

I understand that fees may be applicable to my reqest.

**Fees**  
  
Our fees and memberships assist with the operating costs of the Port Hope Archives, and in particular the purchase of vital archival-safe containers and materials to house and protect the collection. Thank you for your support of our local history!  
  
Fees are as follows:  
  
$10.00 simple research request (non-members)  
\*This fee is charged for simple and direct research requests and inquiries. This fee is waived for members.  
(A simple request may be something like: 'what year was my house built?')  
  
$25.00/hr for detailed research request  
\*For more in-depth and open-ended research and inquiries. You can determine the maximum number of hours that the Archivist will conduct research on your topic. You will be provided with a digital research report and copies of any associated materials at the conclusion of research. If we cannot find any information at all, you will not be charged.  
(A detailed request may be something like: 'Can you tell me who were the past owners of my house, what year was it built, and do you have any old pictures?')  
  
0.50 cents per 8.5x11” b&w copy ($1.00 colour copies)   
​0.75 cents per 8.5 x 14" b&w copy ($1.25 colour copies)  
$1.00 per 11x17” b&w copy ($1.50 colour copies)  
$5.00 per document scan from the collection  
$5.00 per photograph image scan (600 dpi quality, images will be watermarked)  
  
The Port Hope Archives now accepts debit and credit payments. We still also accept cash, but ask that you consider paying by card to minimize contact.  
  
Annual Membership:  
$25.00 Household  
$50.00 Business  
  
  
Copyright  
  
Consider copyright when making all research and copying requests.  It is the researcher's responsibility to seek proper authorization. All copies are made for the sole purposes of private study or research.  
  
​If you would like to publicly publish, exhibit, or broadcast materials from our collection, please contact the Port Hope Archives for the 'Request for Permission to Publish, Exhibit, or Broadcast Materials from the Port Hope Archives' form and details.