



CONTRACT AND AUTHORIZATION FOR GENEALOGICAL RESEARCH

Date: _____

Name: _____

Address: _____

Phone: _____

E-mail: _____

I _____ hereby give Yolanda Campbell Lifter the authority to act in my behalf to acquire the necessary records to complete my genealogical research project. She has my authorization to obtain from archives, libraries, institutions, and any additional repositories all records, certificates, or documents relating to my ancestry, specifically including (but not limited to) certificates of birth, death, and marriage.

I agree to pay her the rate of \$50/hour plus expenses (documents, photocopies, microfilm rental, mileage, postage, etc.) to perform research on my behalf.

I understand that the first steps in the research project are analysis of the problem, evaluation of the evidence I have obtained, and preparation of the research plan.

I will need to provide her photocopies of all materials I have acquired that relate to this problem. Family group sheets and pedigree charts provide an important overview of the family. Successful problem-solving requires a critical analysis of three things: the actual evidence upon which current assumptions are based, the reliability of each piece of evidence, and the depth of the research that has already been performed. It is possible that the critical analysis will reveal the solution to the problem. More often, it will define the most direct path to take to reach the goal.

I understand that she may not be able to solve my genealogical problem(s) since the availability of information varies from county to county as well as from individual to individual.

I also hereby give her permission to use the research findings in lectures, published materials (blogs, newsletter articles, etc.), and in the researcher's portfolio submission to the Board for Certification of Genealogists.

Enclosed is a \$375 down payment for the first 7.5 hours of research that includes the problem analysis, evidence evaluation, and research plan. The remainder of the fee for 15 hours of research (\$375) as well as any expenses will be invoiced to the client before the final report is sent.

If I decide to have Yolanda continue the research after the initial 15 hours, I will authorize time blocks of 5-10 hours and will pay her accordingly.

Client Signature

Client Address

Client Telephone Number

Client Email

Date

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