

INTERNATIONAL GERMAN GENEALOGICAL PARTNERSHIP RESEARCH ASSISTANCE REQUEST (RAR) INSTRUCTIONS

Please fill out Attachment (A) with the most complete data available. Include as many sources for each category as applicable. If you have additional information, please use the reserve side of the page. You can also include a generational chart. The person submitting the RAR should have previously explored answering the question with his/her society prior to submission.

1. It is very important that the Research Assistance Request be as specific and succinct as possible regarding the information needed. Rather than asking for “*all possible information about the Feiertag family from Bavaria during the 1800s*”; it should state something like the following: “*Determine the place and date of birth of Maria Elizabeth Feiertag. If her parent’s information is associated with Maria’s records, that information would be appreciated.*”

**QUESTION/
OBJECTIVE:**

2. A payment of \$30 will be sent to Tom Foerster, Interim Treasurer IGGP. His contact information is as follows:

tomfoerster@comcast.net

Thomas Foerster

1920 South First Street

Unit 1804

Minneapolis, MN 55454

3. All RARs should be submitted by the individual to his society for review prior to forwarding it on to his Regional or Country Coordinator. If the Regional Coordinator believes the request can best be answered by another Society within that region, he/she will forward the request to the appropriate society for research and a response, keeping the IGGP Coordinator informed (via cc copy). The Regional/County Coordinator will assign a tracking number to each RAR submitted. The number will consist of the Name of the Submitting Country/Region followed by a number. The numbers will start with 1 and follow in consecutive order. Thus “U.S. Central Region #10” would be the 10th RAR originated by the U.S. Central Region.

County/Regional Coordinators are as follows:

Germany

Dirk Weissleder sinaconsult@t-online.de for DAGV
(not currently Participating in RAR)

Nancy Myers IGGP-I-bounces@genealogy.net
for The Ahnenforscher Stammtisch and
the Roland zu Dortmund

	Timo Kracke	timo@kracke.org for Verein für Computergenealogie and Oldenburgische Gesellschaft für Familienkunde
Brazil	(Pending final decision)	
Australia	Ben Hollister	Not currently participating in RAR.
Canada	Edie Adams	ejadam@yahoo.com , 14 Church Rd, Telford, PA 18969
United Kingdom	Peter Towey	ptowey@sky.com . 4 Channel Heights, Bleadon Hill, Weston-super-Mare, BS24 9LX, England, UK
U.S. Western Region	Ingeborg Carpenter	stmagistra@gmail.com : Sacramento German Genealogy Society
U.S. Central Region	Carol Whitton	whittoncarolyn@att.net ; St. Louis Genealogical Society
U.S. Eastern Region	Kent Robinson	nekero@aol.com ; Palatines to America; 6610 Latona Dr.; Indianapolis, IN 46278-1939

If the submitting coordinator believes the RAR cannot be answered by another society within the U.S. Region or International Member Country, the RAR will be forwarded to the IGGP RAR Coordinator for assignment to the appropriate Region/Country Coordinator.

The RAR IGGP Coordinator is: Delbert Ritchhart; dritchh37@gmail.com.

4. The assigned researcher(s) will spend a “reasonable effort” to find the answers to the RAR question. To assist in preparing a response to the RAR, Attachment (B), *Suggested RAR Response Format* is provided.

Other than to clarify questions about the research they have conducted; it is not expected that they will be asked to pursue any additional “follow on” research unless a new RAR is initiated. As noted in the attachment, the researcher may also recommend sites or sources to be researched by the RAR initiator for additional information.

5. The response will be handled on the reverse path of its submission. Each Regional or Country Coordinator will keep a tracking record of the RAR to include: date submitted, to whom submitted, date of response, summary of response results (completely, partially or not answered) and date returned to RAR submitter.

6. The attached *Suggested RAR Response Format* is provided as a guide to assist in preparing a logical and helpful response.

Attachment (A)

INTERNATIONAL GERMAN GENEALOGICAL PARTNERSHIP
RESEARCH ASSISTANCE REQUEST (RAR) FORM

RAR Tracking # _____

<i>Please add the most complete data available. Additional data can be added to the reverse side of this form.</i>		
REQUESTER INFORMATION		
Your Name:		
Your Relationship to Person Below:		
Your Address:		
Your Email:	Phone No.:	
Instructions To Researcher:		
RESEARCH REQUEST	Please print or type data! Use maiden name for females.	*SOURCES
Records Listing German Village:		
Person You Are Researching:		
Additional Surnames Used:		
Parents Names:		
Other Family Members:		
Birth Date/Place:		
Marriage Date/Place:		
Death Date/Place:		
Burial Location:		
Religion:		
Occupation:		
Emigration Date:		
Port of Departure:	Port of Arrival:	
Military Service:		
Organization Memberships:		
Spouse Name:		
Other Spouse Data:		

OTHER INFORMATION:			
* SOURCES: Please add as many of the following, or others, that apply.			
1	Birth Record / Certificate	16	School Records
2	Marriage Record / Certificate	17	Family Bible
3	Death Record / Certificate	18	Other Family Memorabilia, Please Specify!
4	Church Birth, Marriage or Death, Please Specify!	19	Land Deeds
5	Military Service	20	Court Records
6	Military Pension	21	Obituary
7	State Census	22	Naturalization Record / Papers of Intent to Naturalize
8	U.S. Federal Census	23	Social Security Death Record
9	Find-A-Grave	24	Newspaper
10	Probate Record	25	Tax Records
11	County History	26	Ortssippenbuch/Ortsfamilienbuch/Dorf Chronik – Specify!
12	State History	27	City Directories
13	Cemetery Record	28	
14	Tombstone	29	
15	Ship Passenger List	30	

OTHER SOURCES YOU MAY ADD: Journals and diaries, letters, interviews, divorce, voter registration, funeral home, mortuary, maps, business, biographies, burial permits, passport applications, draft registration cards, claims for war losses, newspaper announcements, special censuses (AG, Manufacturing, D/D, Mortality), Oaths of Allegiance, immigrant aid societies, bounty land warrants, patents and grants, veteran's organizations.

Attachment (B)

Suggested RAR Response Format

Following are suggestions for preparing a response to an RAR. We don't want to make the preparation of the response overly burdensome; but believe that these suggestions provide a logical process for providing a meaningful and helpful response. Please note that the final section (5) may not be necessary if the research fully answered the RAR question.

Sections of the response

1. The Question.
2. Summary of the relevant information provided by the client.
3. What we did.
 - a. Source citations of books, films/fiche, or web sites consulted. And repositories at which these sources are located along with their contact information.
 - b. What we found in each.
 - c. If needed: attachments, each with the full source on it.
4. Conclusions
 - a. We found it.
 - b. We found something but for these reasons are uncertain about it.
 - c. We're sorry we didn't find anything for these reasons.
5. What the client should/could do next.
 - a. Other helpful information he/she might be able to obtain and sources to use that might provide more clues for us or someone else to work from.
 - b. Other repositories, sources, or organizations that might be contacted.
 - c. A list of paid researchers doing work in our area for expanding research on the same subject.