JAPANESE CULTURAL CENTER OF HAWAI'I

Honoring our heritage. Embracing our diversity. Sharing our future.

GENEALOGICAL RESEARCH ASSISTANCE AGREEMENT
for help obtaining family registries (*koseki tōhon*) from Japan

I, the undersigned, hereby agree to the following conditions with regard to my request for assistance in obtaining a *koseki tōhon* from Japan.

1. JCCH staff/volunteers will assist me in filling out the relevant forms when requesting a *koseki tōhon* from Japan, but it is my responsibility to mail the forms and the required payment to Japan. JCCH staff/volunteers are not held responsible for the outcome of the request to obtain a *koseki*.
2. JCCH's assistance is subject to a handling fee of $25.00.
   However, it will be waived if any of the following are true:
   a) I am a member in good standing of the Japanese Cultural Center of Hawai'i.
   b) I agree to have JCCH translate the *koseki* and pay a minimum amount of $100.
   c) I purchased or will purchase the genealogy manual *Finding Your Roots* from JCCH.

I understand and agree to the above conditions.

Name (print): _____ Date: _____

Signature: _____

Address: _____

_____

Phone (home): _____ (cell) _____

(please indicate preferred phone number)

Email: _____

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(For staff use)

Person who accepted this agreement: _____Date: _____

[ ] Payment waived because:_____

Payment: [ ] Cash [ ] Check payable to JCCH (chk #_____)

[ ] Credit Card [ ] Visa [ ] Mastercard

Card # _____ Exp. Date:_____

Payment Received On: _____ By: _____

(rev.09/01/17)

2454 SOUTH BERETANIA STREET • HONOLULU, HAWAI'I 96826
TEL: (808) 945-7633 • FAX: (808) 944-1123 • info@jcch.com • www.jcch.com