

How we work



Consultation

You tell us what you want to find out, so that we can help you in the best possible way. We need in advance as much information as possible about names, dates and places. We will gladly provide you with a questionnaire or clarify these points in a telephone call. This is the only way we can determine the research possibilities for your personal research project, and to give you a quote.



Planning

After you have commissioned us with your family research, you will be assigned to a team member who will take care of your research and be your personal contact person. If necessary, another preliminary meeting can take place, otherwise we now plan the concrete research steps, where to find which sources, which offices to contact or archives to visit. Phase 2 and 3 depend strongly on your research goal, available sources, but also the budget for your research.



Research

Now the search in historical original sources begins. This can mean that we order individual documents or copies from offices and archives one after the other, which can sometimes lead to longer waiting times. For extensive research, we personally visit archives. Depending on the current waiting times or special procedures in archives, this phase can last from 1 week to 1.5 years. We will try to work out a possible schedule for you and keep you informed.



Report

When the research is completed or your budget is used up, we will send you a research report with details of the research steps and the results of the research. If we have secured copies of documents for you, you will receive them with transcriptions upon request. In the research report, we list additional research opportunities and are available to meet with you to answer your questions and plan further research.