

LONDON METROPOLITAN ARCHIVES

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FAMILY HISTORY RESEARCH SERVICE

APPLICATION FOR SEARCH

Enquirers are advised to read the accompanying Information Leaflet first

PLEASE COMPLETE IN BLOCK CAPITALS

Enquirer's Name:

Address:

..... Post Code:

Tel: Fax No/Email.:

Our Reference (in reply to your initial enquiry) if known:

I wish a search to be carried out on my behalf by LONDON METROPOLITAN ARCHIVES using the holdings available in your collections. I understand that there can be no guarantee that the search will produce a positive response in every case. I declare that I will not use any copies of material made in the course of this search except for research or private study and will not supply copies of them to any other person.

Signed: Date:

SEARCH FEES:

The charge for a search will be calculated at a rate of £50.00 per hour and will include charges for report writing, postage and administration. All prices quoted include VAT at 20%.

The cost of providing any documents (photocopies, certificates, prints from microfilm) that are additional to the search requirement, will be levied at the rates in force in our public rooms.

The preferred method of payment is by Credit Card* although we also accept a cheque/postal order or sterling money order made payable to the CITY OF LONDON for: -

Basic charge

[please tick]

- | | | |
|------------|-------------------------------------|-----|
| 1. £50.00 | the minimum fee for one hours work | [] |
| 2. £75.00 | for up to one and a half hours work | [] |
| 3. £100.00 | for up to two hours work | [] |
| 4. £125.00 | for up to two and a half hours work | [] |

Requests for any further periods of search time (in half-hour blocks) will be considered after negotiation with our staff.

*We accept VISA and MASTERCARD

Please provide relevant details:-

Name on Card: VISA [please tick]

Address (if different from above): or

..... MASTERCARD

Credit Card expiry date: 3-Digit Security Code

Credit Card No.

Signature: Date:

ALL CARD PAYMENTS MUST INCLUDE FULL POSTCODE AND THE 3-DIGIT SECURITY CODE (the last 3 digits on the signature strip of your card)

RESEARCH REQUIRED:

For example, what do you hope to find out? What records do you want searched? What dates do you want us to cover?

Information which might help:

Please supply us with any relevant facts e.g. specific dates, names and addresses.

For genealogical enquiries, the name of a specific church or otherwise the name of the district in which the family lived is most important for the use of Parish Registers. Also, please name any sources you have already used - such as the International Genealogical Index for example.

PLEASE DO NOT WRITE BELOW THIS LINE