

RESEARCH SERVICE APPLICATION FORM

Step 1 Clarify in your own mind precisely what information you are looking for, e.g.

- Date of great grandmother's birth c.1890 in St Albans
 - Who was living at 1 Anywhere Street, Hertford, between 1955-1965?
 - Copies of maps of Baldock 1890 -1960 showing what changes have taken place
- Please be clear and concise and include all names, dates and places known; such as maiden names (where known), where born etc. Please make sure to include the name of the parish or parishes, the personal names you are looking for and the date range e.g. '1825 – 1837'. If possible confine your enquiry to the application form, attaching a draft family tree or location map if necessary.

INFORMATION SOUGHT:

-
-
-
-
-

Step 2 To avoid duplication please list any sources already consulted and any information from these which you think may be relevant.

INFORMATION KNOWN :

-
-
-
-

Step 3 Please complete the sections below:

- Please carry out research work on my behalf to a maximum value of £.....
Research is carried out in 15 minute units at £7.00 per unit, up to a maximum of two hours (£56) in any one transaction. The charge includes the time spent on researching and writing up your enquiry and up to two copies per unit.
- Please charge to my credit card. If paying by credit card please complete the address details below:

[tick box]	Visa	Maestro	Mastercard	Solo
Credit Card No:			Valid from date:	
Expiry date:			Security no:	
Cardholder's signature:			Name in capitals:	

Or

- I enclose a sterling cheque for "not exceeding £..... " made payable to Hertfordshire County Council (Please note we cannot accept Eurocheques).

Name:

Address:
.....

Postcode: Telephone:

Fax: E-mail:

Signed: Date:

Step 4

Return this form to:

Hertfordshire Archives & Local Studies
County Hall
Hertford
Herts
SG13 8EJ
Telephone: 01438 737333
email: hertsdirect@hertscc.gov.uk
website: <http://www.hertsdirect.org/hals>

Your attention is drawn to the fact that it is not always possible to find or verify information due to the nature of the records. Every effort will be made to provide accurate and complete information and advice but Hertfordshire County Council cannot be held responsible for errors or omissions.