



Archives & Family History Request Form

Your name(s): _____

Organisation (if applicable): _____

Address: _____

Contact phone number(s): _____

Email address: _____

What type of research are you doing? (e.g. family history, property history, academic project, historical publication):

For family histories, please list the full name(s) that you are researching:

Other comments: _____

What assistance do you require? (Tick as many boxes as apply)

- ☐ advice on archives available
- ☐ retrieval of archives to view
- ☐ photocopying of material
- ☐ print(s) of photograph(s)
- ☐ photograph(s) on CD
- ☐ scanning (this service will not always be possible)
- ☐ research (first hour free, thereafter charged at \$25 per hour)
- ☐ advice (e.g. on other helpful sources of information)
- ☐ other (please specify) _____

How do you want requested material sent?

- ☐ Post ☐ Fax ☐ Email (Please note that there may be associated reproduction costs)

Please allow up to 20 working days for your request to be processed.

Signature(s): _____

Date of request: _____

Office use only