

# Family History Research Application Form

Northumberland Registration Service offers a record searching service. We are pleased to undertake a search in any of our Birth, Death or Marriage registers since Civil Registration began on 1<sup>st</sup> July 1837. Our records cover events that occurred in Northumberland only.

## How do I apply?

All applications for research must be presented on the standard application form and accompanied by the appropriate fee.

When you are completing the application form can you please make sure the information given is precise and relevant to the search.

We offer the following research options:

- **Standard** Up to 3 hours with full written report. Minimum 20 working days to process
- **Express** – Up to 3 hours research with full written report completed within 5 working days from date of request

## Fee (all include UK VAT at 20%)

	<b>Standard</b>	<b>Express</b>
Up to 1 hour	£20	£40
Up to 2 hours	£35	£70
Up to 3 hours	£45	£90

If you are unsure how long your research will take please pay for one hour and ask the Registrar to give an estimate for further research or contact us on 0345 600 6400 with your query and we will advise you on the length of time required.

**PLEASE NOTE** The fee charged is to cover staff research and processing time and does not guarantee that the information requested will be found

### **Payment**

We can accept payment by cheque or postal order, payable to “*Northumberland County Council*”

We can accept credit/debit card payment by telephone on 0345 600 6400.

### **When will I receive my research report?**

You will receive a formal receipt by e-mail or post. This confirms payment and advises the date by which you will receive the results of your request. The receipt will identify an application number which you should use in any future correspondence. Applications are processed in order of receipt and will take a minimum of 20 working days to process for standard option or 5 working days for express option. A report will be sent to you upon completion of the research.

### **Your Report**

Your report will endeavour to answer your specific enquiry and, if appropriate, provide alternate avenues for further research.

We will retain a copy of your report for future staff reference but only for a limited period of time. Further applications for research should be presented as a new request. Doing so will make better use of your fee.

If you have not heard from us by the date you were given on the receipt please contact the Registrars on 0345 600 6400 quoting your application reference number for a report on progress.

# Northumberland Registration Service

## RESEARCH APPLICATION FORM

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### **Please Print**

Name:

Telephone No:

Address:

Postcode:

Email:

Research Option required, please circle

**Standard**

**Express**

I enclose payment of :

for up to

hour/s research

Signed

If you require your Research Report to be posted please indicate here. **Not available outside the UK**

PLEASE RETURN THIS FORM WITH YOUR PAYMENT PAYABLE TO "NORTHUMBERLAND COUNTY COUNCIL" TO

**Northumberland Registration Service  
County Hall  
Morpeth  
NE61 2EF**

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We value your custom and are interested to know how you heard about the Research Service offered. Please tick as many of these options as are relevant.

Other please specify .....

I AUTHORISE NORTHUMBERLAND REGISTRATION SERVICE TO UNDERTAKE SEARCHES AS FOLLOWS:

Please make sure the information give is precise and relevant to the search

Please give details on what you have found and what you are search for

You have undertaken research for me in the past on this subject. My application number was

Date

Application Number

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