

Priaulx Library – Candie Road – St Peter Port – Guernsey – GY1 1UG

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# **PRIAULX LIBRARY: FAMILY HISTORY RECORD REQUEST FORM**

|  |  |
| --- | --- |
| NAME: | Click here to enter your full name. |
| ADDRESS: | Click here to enter your address. |
|  | Click here to enter your address. |
|  | Click here to enter your address. |
|  | Click here to enter your address. |
| POSTCODE/ZIP: | Click here to enter your post/zip code. |
| EMAIL: | Click here to enter your email address. |
| TELEPHONE: | Click here to enter your full telephone number. |

## ONE RECORD ONLY WITHIN A TEN YEAR DATE RANGE

## INFORMATION REQUIRED FOR YOUR SEARCH

**Please provide as many details as possible**

**\*= Essential information**

**Category of record\* (Please tick/check the applicable option)**

|  |  |  |  |
| --- | --- | --- | --- |
| Civil Birth Registration† |  | Baptism |  |
| Civil Marriage Registration‡ |  | Marriage record (from Church Register) |  |
| Civil Death Registration† |  | Burial |  |
| Date range (ten years’ maximum)\* | From:  To: | | |

**†Civil registration of births, marriages (excl. Church of England) and deaths in Guernsey commenced in 1841.**

**‡Civil registration of marriages (Church of England) commenced 1920.**

**Subject’s personal information\* (Please complete all sections)**

|  |  |
| --- | --- |
| Surname\* |  |
| Surname prior to marriage and/or maiden name\* |  |
| Forename(s)\* |  |

**Additional information (If known)**

|  |  |
| --- | --- |
| Parish / Place of residence |  |
| Religious affiliation/denomination (e.g. Anglican, Roman Catholic, etc. |  |
| Any other information (e.g. the name of a parent) |  |

## AUTHORISATION

I hereby authorise the PRIAULX LIBRARY to undertake research on my behalf. I understand that the payment of a research fee does not guarantee a positive response. Copies of original documents (e.g. marriage certificates) supplied should not be published either in print or electronically without permission of the owners

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Signature:** | Click here to enter your name. | **Date:** | Click here to enter a date. |

For Priaulx Library use only.

Form received: Click here to enter a date.

Acknowledged: Click here to enter a date.

Fee enclosed:  £Click here to enter text.

Research allocated:  Click here to enter text.

Client contacted:

Payment taken: £Click here to enter text.

Scan of record/receipt sent:

Filed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

**RESEARCH FEES**

**Payment will be made in advance of research**. The cheque/credit card will not be used until the research is completed. Acknowledgment of receipt of the form and payment will be made by email with an estimate of the current waiting list.

Payment can be made by Cash **(in person only)** or Cheque (Sterling Only), Debit Card or Credit Card (excl. AMEX). **PLEASE DO NOT POST/ MAIL CASH.**

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| One look-up at £20.00 |  |

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| --- | --- |
| I enclose a Cheque (payable to ‘PRIAULX LIBRARY’) |  |
| I will pay by Credit/Debit Card |  |

(Please tick or check whichever applies)

|  |  |
| --- | --- |
| **Name on Card:** | Click here to enter your name. |

The Library accepts: VISA, VISA DEBIT, MASTERCARD, SWITCH, MAESTRO

Card No:

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3-Digit Security Code:

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| Start Date: | Click here to enter a date. | Expiry Date: | Click here to enter a date. | Issue No. (For Switch/Maestro): | Choose a number. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Signature:** | Click here to enter your name. | Date: | Click here to enter a date. |

**NOW SAVE YOUR DOCUMENT AND SEND IT TO THE PRIAULX LIBRARY BY EMAIL OR POST**

**DATA PROTECTION (Bailiwick of Guernsey) Law, 2017**

*The Priaulx Library complies with all Data Protection requirements under current legislation.* ***We will destroy all Credit Card details after use and we will not share your personal details with any third party without your consent, unless legally obliged to do so.***