

# Warwickshire County Record Office

## Limited Enquiry Service

Enter your order no. here

Payment made (staff use only)

Your name  
postal  
& email  
address

We will search for **one item only**, this may include the following:

- an entry in a parish register
- an entry in an electoral register (excluding previous 10 years)
- memorial inscription
- an entry from a website such as Ancestry or Midlands Historical Data
- a name in a deed
- a specific report in a newspaper
- an entry in a trade directory

In all cases you must supply specific information to guide the search, names, places, dates, reference numbers as appropriate. If you have none of these then you will need to use the full research service.

The cost for this service is **£11.00**. Payment can be made online (a link will be sent to you), or either by cheque, payable to Warwickshire County Council, or by credit/debit card by telephoning 01926 73 8959. We accept Visa, Mastercard, Maestro and Solo cards only. The price will include the cost of a copy where this is applicable ie a reader printer copy from a parish register or a document that can be photocopied. It does not include the cost of scanning or digital photography. If you require a certified copy an additional **£12.00** charge will apply.

Some items cannot be searched in this way for example more recent or sensitive records may have issues relating to Freedom of Information or Data Protection. If this is the case you will be advised accordingly.

There will be **no refund** where a search has proved unsuccessful as you are paying for the staff time to undertake the search.

Research request

Signature .....

Date .....

# Copyright Declaration

I understand that photocopies supplied with this enquiry are subject to current legislation:

## **Copyright**

1. I declare that :-

a) I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.

b) I will not use the copy except for research for a non-commercial purpose or private study and I will not supply a copy of it to any other person.

[Note: no photocopies of Ordnance Survey maps less than 50 years old may be made for professional or business use, or for the purpose of planning applications]

c) [Document] : To the best of my knowledge the work has not been published before it was deposited in your archive and the copyright owner has not prohibited copying of the work; and

d) [Published works] : To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

2. I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringed copy and that I shall be liable for infringements of copyright as if I had made the copy myself.

**Any further reproduction or commercial use of photocopies can only be made following written consultation with the Heritage and Culture (Archives). [Note: posting this material on the Internet on blogs, social networking sites etc also counts as publication]**

## **Data Protection**

My research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of these data while he or she is alive or likely to be alive (assuming a life span of 100 years).

I shall not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.

I understand that I shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the above records.

How your information may be used: The information you provide will be used to process your request. Please see our Privacy Notice relating to research for more information. The Privacy Notice is displayed in our search room and can also be found on our website here:

<http://heritage.warwickshire.gov.uk/warwickshire-county-record-office/county-record-office-services/county-record-office-research-services/>

Please return this signed and completed form, together with payment, to:

**Warwickshire County Record Office, Priory Park, Cape Road, Warwick, CV34 4JS**