

# WARWICKSHIRE COUNTY RECORD OFFICE

## USER'S GUIDE NO. 8



### How to use the GRO indexes of births, marriages and deaths at Warwickshire County Record Office

Contact Reception (01926 738959) to check availability and book a machine. There is a charge of 50p per half hour, and you are welcome to book anything from 30 minutes to a full day. Please note that you will be charged for the time you book, even if you finish early, so it is a good idea to plan ahead and decide in advance how long you are likely to need.

Arrive 5 to 10 minutes before your start time to give yourself plenty of time to sign in.

Reception staff will ask you to take your CARN ticket and GRO slip to the member of staff on duty in the Catalogue/Index room. Follow the blue path from Reception into the searchroom, and then through the archway to the second enquiry desk.

When you hand in your CARN ticket and GRO slip, we will give you four microfiche markers marked up with the number of the machine you have been allocated. Each of the machines is clearly numbered.

Decide where you want to start. You may find it helpful to write down beforehand the answers to the following questions:

- Am I looking for a birth, marriage or death entry?
- Which dates do I want to check?
- What is the name (surname then first name) of the person I am looking for?

Select the microfiche you need from the cabinet. Please make sure that you keep the indexes in the right order to avoid delays for yourself and other users. If you cannot find the indexes you are looking for, check through the indexes nearby in case they have been accidentally put back in the wrong place. Make sure you put your fiche marker (1 marker per quarter) in place of the microfiche wallets you have removed.

Please help us by using only the machine you have been allocated – if you have any difficulties with your machine, please tell us.

Insert your microfiche one at a time in the microfiche reader. Put them in face up, but with the coloured title strip towards you.

Search through for the entry you are looking for. If you find it, make a note of all of the information given, as all of the may be needed to order a copy of the corresponding birth, marriage or death certificate. You may also find it useful to note down those indexes that you have checked without any success, to save checking indexes twice unnecessarily.

The County Record Office cannot provide copies of birth, marriage<sup>1</sup> or death certificates. Please contact the local register office in question, or alternatively contact the General Register Office at Trafalgar Road, Southport, PR8 2HH. Tel:0870 243 7788, or email [certificate.services@ons.gov.uk](mailto:certificate.services@ons.gov.uk) with the letters GQ in the subject field.

<sup>1</sup> Certificated copies of parish register marriage entries can be supplied. Ask staff for details.

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