

Limited Enquiry Service

Warwickshire County Record Office

Your name

Your address
and email

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

- entry in a parish register
- entry in an electoral register (excluding previous 10 years)
- memorial inscription
- an entry from a website such as ancestry or FMP
- a name in a deed
- a specific report in a newspaper
- an entry in a vehicle license register
- 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 **£7.50p** by cheque or **£10.00** by credit card to incorporate the additional administrative charge.

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 would not include the cost of scanning or digital photography.

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

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: We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct. If you would like further information, visit our website:

www.warwickshire.gov.uk/privacy