



Warwickshire County Record Office Research Service Application for Search



Name:

Address:

.....

.....

.....

The research service is charged at £25 per hour or part there of, with a maximum of two hours per request. For an initial request it is recommended that only one hour is requested.
A limited number of photocopies may be provided at no extra cost.

Please note: It is now possible to request and pay for research online by visiting www.warwickshire.gov.uk/countyrecordoffice and following the links to our Research Service Page.

Please state clearly which records you would like searched and what you hope to find out, giving as much information as possible.

We can only research original records relating to Warwickshire (excluding, in most cases, Birmingham)

.....

.....

.....

.....

.....

.....

.....

.....

.....

We cannot, of course, guarantee that in every case the answer will be found.

**Please see the reverse of this form on ways to pay.
Please read and sign the declaration, also on the reverse of this form**

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 50years old may be made for professional or business use, or for purposes 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 some 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 infringement 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 Head of Heritage & Culture (Archives).

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 of 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.

It is the responsibility of Warwickshire County Council to act as data controller of the information supplied on this form according to principals laid out in the Data Protection Act 1998. This information is required for own business purposes and will not be disclosed to other parties. It provides Record Office staff with contact details and a record of work undertaken as part of the research service.

**I the undersigned have read and understood the declaration relating to copyright and data protection legislation.
I also understand that any photocopies supplied with this research are subject to current legislation.**

Signed

Date

How to Pay: By **Sterling** Cheque/Bankers Draft made out to Warwickshire County Council.
By Credit/Debt Card - Please telephone us on +44(0)1926 738959 with your card details.
We accept most major credit/debit cards e.g. Visa, Mastercard, Switch, Mastro but do not accept American Express or Diner Club.
Using the new online service (see front of this form for details)



Please return this signed and completed form to:

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