

# **DURHAM**

## **COUNTY RECORD OFFICE**

County Hall  
Durham  
DH1 5UL  
Telephone: Durham (0191) 383 3253  
E-mail: [record.office@durham.gov.uk](mailto:record.office@durham.gov.uk)

### APPLICATION FOR SEARCH

*PLEASE COMPLETE THIS FORM IN TYPESCRIPT OR BLOCK CAPITALS*

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**A**

Name .....

Address .....

.....

.....

..... Post Code .....

E-mail address .....

Daytime telephone number including area code (        ) .....

Please undertake a search in the records specified in section **C** of this form for the details noted.

I enclose cheque(s)/postal order(s)/money order(s), payable to **Durham County Council**, for:

please tick one box

1    [    ]    the minimum fee of £25 for up to one hour's work

2    [    ]    £37.50 for up to one and a half hour's work

3    [    ]    £50 for up to two hour's work

If you are requesting more than one hour's work please send two cheques, one for £25.00 and one for £12.50 or £25.00. If the enquiry does not take more than one hour we will then return the unused cheque to you.

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**B** *This section must be completed*

Signed ..... Date .....

C

*RESEARCH INSTRUCTIONS*

If you have previously been in correspondence with the Record Office, or research has been carried out on your behalf, please quote the latest letter reference and/or research reference number.

Give details - IN TYPESCRIPT or BLOCK CAPITALS - of the object of the search ('the baptism of .....'), the records you wish to be searched ('the parish registers of .....'), and the dates to be covered. Please include any additional information which may expedite a search, but please do **not** send a covering letter.

*It is not always possible to find or verify information due to the nature of the records, and while every effort will be made to provide accurate and complete information, Durham County Council cannot be responsible for any errors and omissions.*

When completed please return this form, with the appropriate payment, to:  
County Archivist, County Record Office, County Hall, DURHAM DH1 5UL