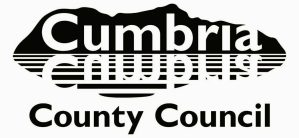


Cumbria Archive Service

Historical Research Service
Application form



Please complete this form in typescript or block capitals

1. Contact details:

Full name
Address
.....
.....
Telephone no.
E-mail

2. Research request:

Please undertake the research specified in section 5 for the information requested.

I enclose a cheque/postal order/money order in sterling made out to **Cumbria County Council** for:
(please tick **one** box).

- the minimum fee of £27 for up to 1 hour's research **including** postage & packing, and VAT
- or the sum of £ for hours' work at the rate of £27 per hour and £13.50 per half hour up to a maximum of 5 hours **including** postage & packing, and VAT

Credit/debit card payments can be accepted for on-line requests; if you would prefer to pay by this method please complete the on-line Research Service application form at www.cumbria.gov.uk/archives

3. Copyright declaration

On some occasions, it may be easier for us to answer your enquiry by sending you a small number of photocopies of archives rather than a detailed search report. The archives in question will almost certainly be in copyright. The Archive Service is permitted to provide you with one copy of a document in copyright, providing that you agree to the following copyright declaration. You must avoid re-copying or publishing the copies that we provide or you may infringe the Copyright, Designs and Patents Act 1988 and the Copyright and Related Rights Regulations 2003. A leaflet about copyright is available on request. Please ask us if you need any advice.

All applicants must sign this application and copyright declaration.

I declare that I will not use any copies provided by the Cumbria Archive Service except for private and non-commercial research, and that I will not supply copies to any other person. I understand that if this declaration is false, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signed..... Date

(Signature must be handwritten, not typed or digital)

4. Have you used the Historical Research Service before? Yes No

If not, did you find out about it from: Internet Recommendation Cumbria Record Office
Library Family Tree Magazine Ancestors magazine Cumbria Family History Society
Family History Fair Other Please specify:

5. Your Instructions

Please give full details below of the object of your research, ensuring your instructions are legible. Please be as specific as possible.

- It may help to give us details of records you have already searched.
- For **family history research**, please include **names, places and dates, and religious denomination** (or as much as is known).
- For **property history research**, please include a **map or sketch of the exact area** showing property location.

Return to:

Cumbria Record Office	or	Cumbria Record Office	or	Cumbria Record Office	or	Cumbria Record Office
The Castle		County Offices		140 Duke Street		Scotch Street
Carlisle CA3 8UR		Kendal LA9 4RQ		Barrow LA14 1XW		Whitehaven CA28 7NL
Tel. 01228 227284		Tel. 01539 713540		Tel. 01229 407377		Tel. 01946 506420
carlisle.record.office@cumbriacc.gov.uk		kendal.record.office@cumbria.gov.uk		barrow.record.office@cumbriacc.gov.uk		whitehaven.record.office@cumbriacc.gov.uk

Data Protection Act 1998

The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the eight data protection principles of the Data Protection Act 1998 and you have certain rights in respect of this information.