



Portsmouth
CITY COUNCIL

MUSEUMS AND RECORDS SERVICE

Record Office

Postal Research Service: Application for Search

Office use
only

Ref No:

1. PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Name

Address

.....

.....

Please undertake a search in the records specified in section 4, for the information requested.

I enclose a cheque/postal order/money order made payable to Portsmouth City Council for the sum of [.....] for [.....] hours work at the rate of £10 per half hour up to a **maximum of 3 hours work**.

2. Complete this section if you wish:

If the information requested cannot be found in the time specified I authorise the search to be continued, but the maximum amount I wish to pay in addition to the advance payment specified in section 1 above is [.....]. I understand that I will be notified of the outstanding balance and that the results of the search will be despatched on receipt of my final payment.

3. Please complete this section

Signed Date

4. INSTRUCTIONS

Give details below - IN TYPESCRIPT OR WITH NAMES IN BLOCK CAPITALS - of the object of the search, and where relevant, the records to be searched (eg. parish registers of) and the dates to be covered.

**Please return this form to:
City Museum and Record Office
Museum Road
Portsmouth PO1 2LJ**