

APPLICATION FOR A GENERAL SEARCH OF BIRTH, MARRIAGE OR DEATH INDEXES

PLEASE READ THE NOTES OVERLEAF before completing this form

1 APPLICANT

Name of applicant Mr
 Mrs
 Miss/Ms (STATE NAME IN FULL)

Full postal address

..... Post Code: Telephone no:

2 It would help us if you would state the reason for the search.

.....

3 DETAILS OF INDEXES TO BE SEARCHED

BIRTHS	Year(s) to to to to	References checked
MARRIAGES	Year(s) to to to to	References checked
DEATHS	Year(s) to to to to	References checked

4 Signature Date

SEARCHES OF BIRTH, MARRIAGE AND DEATH INDEXES

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the indexes covering a period not exceeding 5 years will be made but only where accurate details have been given as to names and place of the event. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar. The cost of a GENERAL SEARCH is £....., payable in advance.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether or not the reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, may verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.

APPLICATION FORM

This application should be made to the Superintendent Registrar of the district where the births, marriages or deaths were registered.

Superintendent Registrar
The Register Office

DO NOT use this form for making applications to the REGISTRAR GENERAL.

FOR OFFICIAL USE ONLY

Certificates issued:

Number of verifications (over the first eight)

Receipt number issued

Signature Date

Superintendent Registrar