

For Office Use

Reg No	
Enq No	



HERITAGE HUB, HAWICK
Remote Research Service Request Form

PLEASE COMPLETE **BOTH** SIDES OF THIS FORM IN TYPESCRIPT OR BLOCK CAPITALS

Full name

Address

.....

Tel No Email

Please undertake the research specified overleaf from the resources held at the Heritage Hub. I enclose a cheque/postal order/money order made payable to Scottish Borders Council in **pounds sterling**.

Or please charge my Visa Credit Card Visa Debit Card Mastercard Switch

My card number is

Valid From / Expiry Date / Security No Issue No
 (debit card)

Please tick the appropriate box:

- One-Star Service - £25.00 for one hour's research. For an additional £15 appropriate records can be checked by the Registrar eg post 1855 birth, marriage and death certificates
- Two-Star Service - £50 for two hours' research.
- Three-Star Service - £75.00 for three hours' research.
- Family History Presentation Pack - £100 for four hours' research
- Social History Presentation Pack - £100 for four hours' research
- House History Presentation Pack - £100 for four hours' research

Maximum Payment Request

If the information requested cannot be found in the time specified I authorise the search to be continued but the maximum I wish to pay in addition to the advance payment specified above is £..... I understand that I will be invoiced for the outstanding balance and that the results of the research will be dispatched to me on receipt of my final payment.

Copyright Declaration

It may be easier for us to answer your enquiry by sending you a small number of photocopies rather than a detailed search report. The Archive Service is permitted to provide you with **one** copy of a document in copyright, providing that you sign a copyright declaration (*overleaf*). You must not re-copy or publish the copies that we provide or you may infringe the Copyright, Designs and Patents Act 1988. Please ask us if you need advice.

Data Protection Act 1988: Please note that the information provided on this form will be used for the purposes stated and will not be disclosed to any other agency.

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All applicants must sign this application and copyright declaration

I declare that I will not use copies provided by the Heritage Hub except for research or private study and 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

*This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is **NOT** acceptable.

Research Enquiry

Please state clearly below what you hope to find. Be as specific as possible with names, places and dates. Also indicate what you already know and sources already consulted.

**Please return this with your payment to :
Heritage Hub, Kirkstile, HAWICK, Roxburghshire, Scotland TD9 0AE**

Data Protection Act 1988: Please note that the information provided on this form will be used for the purposes stated and will not be disclosed to any other agency.