



## Application for Genealogical/ Historical Research at the Hull History Centre

\*Full name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\_\_\_\_\_

\*Postcode: \_\_\_\_\_

If we need to contact you for further information please provide a telephone number or email address \_\_\_\_\_

### **\*Please ensure these fields are completed in all instances**

Please specify the research to be undertaken overleaf including as much detail as possible on the sources that you want searching eg. street numbers, dates required, etc.

**No guarantee can be given that relevant information will be found and all charges are non refundable.**

**I understand and accept the charges (for time spent on research) and want a search to be made:**

Signed: \_\_\_\_\_

date: \_\_\_\_\_

Payment should ideally accompany your request and can be made by:

- Online. Before you can pay online you must have received a reference number and a quote from us. The reference number will be in the format G23/01234 or U23/01234.  
Our online payments page can be found at [http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online\\_payments](http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online_payments).
- Cheque, made payable to *Hull Culture and Leisure Ltd*.
- Making a Credit/debit card payment by phone 01482 317500, or in person at the History Centre.
- Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

### **IMPORTANT - do not send credit card details by email**

Please return the completed form and all relevant paperwork to Hull History Centre, Worship Street, Hull, HU2 8BG email: [hullhistorycentre@hcandl.co.uk](mailto:hullhistorycentre@hcandl.co.uk) PTO

Please give as much specific information as you can to help us with your search. We cannot be help with broad topics such as 'Hull during The Second World War' or family history searches for names such as 'John Smith'.

Records to be searched	Covering dates	Information required

*Information given by you will be treated in confidence and in accordance with Data Protection legislation. We will not disclose such information to any third parties.*

*The information will be held electronically and in paper format and may be used in the following ways:*

- 1. to enable us to deal with your enquiry quickly and efficiently*
- 2. statistical analysis relating to the use of our research service. Such statistical analysis will not identify you individually*
- 3. This information will be kept for one year after the year of your enquiry and then confidentially destroyed*