

East Gippsland Family History Group Inc.

PO Box 1104 Bairnsdale 3875

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E: secretary@egfhg.org.au

Research Request Form

What do you want to know?

(Please state concisely what information it is that you're hoping we can find. A blanket "anything on Joe Smith" is of no use if you have all the death and marriage details and you really only want to know where he worked.)

Name: _____ Membership # _____

Address: _____

Email: _____ Phone: _____

I give the East Gippsland Family History Group permission to research on my behalf

Signature _____

Please DO / DO NOT publish my name and address in the EGFHG Journal "The Black Sheep".

Please tick the box if you wish for your research information to remain private between you and the East Gippsland Family History Group .

In order to undertake research on your behalf we require some information, please fill in the forms with *known* details. Place brackets around information you may have some doubts about. Part of this form is a pedigree chart. Please fill in as much detail as you can and return it with the request form. Please use one form per name to be researched. Please indicate clearly the 'Information you wish us to research.

Research is undertaken at the rate of \$ 30.00 per hour (\$15.00 for members).

Please note these charges do not cover the cost involved in printing, photocopying, postage and the purchase of certificates. Our researchers will contact you to discuss any additional charges prior to purchases, printing and mailing and obtain your approval to go ahead.

Payment can be made by Direct Credit / Cheque / Cash in the rooms.

Account Name: East Gippsland Family History Group Inc

BSB: 633000

Account Number: 111714218

Please include your surname as the bank reference, so we can identify your payment.

Supplementary Information

Research requests are considered when arrangements for payment of the research fee \$30.00 (\$15.00 for members) are made.

Every endeavour is made to get back to you as soon as possible but as we only have a small, but very competent, research committee of volunteers it may be some weeks before we are able to attend to your enquiry if others are ahead of you. In the event you require the information **urgently** for some reason please let us know.

Your enquiry will be discussed and possibly published within the rooms in the endeavour to gather as much information as possible for you.

Your enquiry may, with your permission, be listed in *the Black Sheep*, the group's newsletter that is circulated throughout East Gippsland and to other family history groups. This involves your name and contact details being listed. If you do not wish this to happen please mark the **opt out** option on the application form.

Our researchers will use their many years of experience to search the records we have at our disposal and will report on their findings and what they believe may still be discoverable with more research, expenditure on certificates or more in depth research on alternate lines.

Consider joining the East Gippsland Family History Group as this gives you a discount on the research cost, our newsletter is forwarded to you and allows you full access to our resources in the event you can visit our rooms in person.

You are welcome to drop into our rooms anytime we are open to enquire about your request and or undertake research in our rooms for the nominal daily access fee if you haven't become a member. Hours are listed on the website or simply call 5152 5590 if you are in Bairnsdale at a time outside those hours.

East Gippsland Family History Group is a volunteer organisation, many of our members have a great deal of experience as genealogical researchers, spending many hours to exhaust all avenues of research.. However we do not guarantee the accuracy of the research undertaken, but can assure you that all avenues and leads are considered.

It is not possible to realistically charge for the time they expend to find the answers so we are very mindful of keeping the charges to a reasonable amount. Unfortunately our researchers are very bad timekeepers and are in the habit of only charging one hour for a full day's work!

For Office Use Only

Date received: ___/___/___ Cheque enclosed: \$_____

Date completed ___/___/___

Invoice for \$_____ generated on ___/___/___

Report Mailed: ___/___/___

Additional monies received: \$_____

Number of researchers: _____

Hours spent researching: _____

