



The research service

If you cannot visit any of our offices in person, or simply have insufficient spare time to conduct research yourself, our experienced staff can undertake family and local history enquiries on your behalf.

What is it?

Original manuscript records, microform and printed sources available in the five offices of the West Yorkshire Archive Service can all be searched. Sources include church, school, police, hospital, estate and business records as well as electoral registers and court records. The search fee is payable in advance, and is regrettably, non-refundable.

Can I have research done in the West Riding Registry of Deeds?

Yes our experienced staff can search the deeds indexes on your behalf.

To order a search for, or a copy of a deed for legal purposes please complete Order Form 1 West Riding Registry of Deeds

To order a search for, or a copy of a deed for family or local history purposes please complete a Deeds Research Application Form which can

be found on User Guide 7 Family / Local Historians Deeds Service

How much does it cost?

Research can be undertaken in one hour blocks at a charge of £24 per hour (minimum search one hour and maximum three hours).

Research Service Gift Voucher

Make a present of the past for a friend or relative and help them explore their history. They will receive a pack with all the details of the service and year to redeem the voucher.

How to pay

Payment is made in advance, and cheques/postal orders should be made payable to Wakefield Metropolitan District Council.

Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

We can also accept credit/debit card payments using the following cards: Mastercard, Visa, Maestro, Switch/ Visa Debit or Solo. Please do not send credit card details by e-mail as we do not have a secure server.

Requesting a search

Please complete the Research Application Form on page 3 and the Copyright Declaration Form on page 4.

So that we can produce accurate results for you it is important that the research request which you make is as clear and specific as possible, particularly regarding names, dates and places, e.g.

- To find the baptism of Jack Oates at Dewsbury 1890-1895.
- Details of Wallace Dransfield's service in the West Riding Constabulary between 1870 and 1880.
- Details of the trial of Thomas Ackroyd, tried at Wakefield Quarter Sessions in 1854.
- To find those registered to vote resident at 129 Primrose Hill, Horbury between 1929 and 1934.
- Information regarding the history and occupancy of Rosehill Cottage, Woolley, from 1800 to 1850.
- Case history of Albert Mitchell admitted to Stanley Royd Hospital in July 1870.

If you have a number of requests please list them in order of priority.

Please note that we cannot undertake broad research topics such as '*The development of Wakefield in the 18th century.*'

Access to records containing sensitive personal data may be restricted.

Research results

Usually we will send you the findings of the search in the form of a typed report. Sometimes, however, it may be more appropriate to supply copies of the entries found. It is not always possible to provide copies of all the documents relevant to the search. Some documents are too fragile to copy; if we cannot copy the document for any reason, we will inform you of this.

Up to three free A4 photocopies can be included with each research report (Copies of deeds are not included). We will advise you on further copies that you may like to order, which would be charged at the current rate set by the West Yorkshire Archive Service.

We cannot guarantee that the information which you have requested will be found. The sources searched will be listed, and you will be informed of any other potentially relevant material that is available.

All copies provided are subject to copyright law. Please sign the Copyright Declaration Form on page 4.

Research Application Form

Please complete this form in **BLOCK CAPITALS** or typescript and return it to:

West Yorkshire Archive Service, Registry of Deeds, Newstead Road, Wakefield WF1 2DE

Name

Address

.....

.....

Postcode Daytime telephone

e-mail

Length of search required

I would like you to undertake hour(s) of research on my behalf
or

Please undertake a maximum of hours

Details of research required

Please provide relevant and specific details of the search that you require and list questions in order of priority. (Please continue on page 4 if necessary)

Please also inform us of any documents that you have already searched. Or any other information you may have that could be of use to this search.

Copyright Declaration Form

To answer your research request, we may send you copies of documents in copyright. If this proves to be the case, I declare that:

- a) I have not been supplied with a copy of the same material by you or by any other archivist or librarian.
- b) I will not use the copy except for research or private study and will not supply a copy of it to any other person.
- c) *(For unpublished works only.)* To the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
- d) *(For published works only.)* To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular 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.

Signature **Date**

West Yorkshire Archive Service collects your personal information in order to answer your enquiry and to compile anonymous statistical information about the use of our collections. We do not pass your details to any other organisation, although we may send you information about our own products and services which may be of interest to you. Please tick here if you wish to receive such information.