

# Family History Research Services Order Form



Please use a separate order form for each individual you wish to have research conducted for.

Please undertake research on my behalf into the former Post Office employee below. I enclose a cheque, postal order, or will supply credit/debit card details by arrangement, in payment of the appropriate search fee. I understand that all copies of material are supplied for research or private study only and I undertake not to publish any item or make further copies for any purpose.

## Customer Details

Your Name		
Signature		Date
Address		
Postcode		
Telephone		
Email		

## Service required (please tick as appropriate)

Service	Required?
Retirement only (pension, establishment books, staff magazine) £40.00	
Appointment only £5.00	
Retirement and appointment £45.00	

**I wish you to search for records relating to the following individual:**

Name (including maiden name and any alternative spellings)	
Date of birth	
Date of appointment to Post Office	
Date of retirement (and age if known)	
Date of death	
Date of marriage (if female)	
Place of work	
Any other relevant information	

Please continue on an additional sheet if necessary.

**Your attention is drawn to the fact that it is not always possible to find or verify information due to the nature of the records. Every effort will be made to provide accurate and complete information and advice but The Postal Museum cannot be held responsible for any errors or omissions.**

**How we will use your information**

The information you provide on this form will only be used to process your request. Personal information on this form will be held securely for the current year plus 6 years and will not be shared outside The Postal Museum.

**Payment:**

Payment can be made by cheque or postal order in pounds sterling.  
All cheques and postal orders must be made payable to: Postal Heritage Services Ltd.

For other payment methods, including by credit/debit card, please contact the Archive Team:

Email: [archives@postalmuseum.org](mailto:archives@postalmuseum.org)

Tel: +44 (0)20 8183 0067

Post: The Postal Museum, Discovery Room, 15-20 Phoenix Place, London, WC1X 0DA.

**Thank you for your order. If you have any queries, please contact us on the details above.**