

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.

In payment for the appropriate search fee, I will supply credit/debit card details by arrangement by telephone, or request an invoice from The Postal Museum and pay by bank transfer.

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? |
|---|-----------|
| Appointment only £5.00 + VAT ¹ = Total: £6.00 | |
| Retirement only (pension, establishment books, staff magazine) £40.00 + VAT = Total: £48.00 | |
| Retirement and appointment £45.00 + VAT = Total: £54.00 | |

¹ Please note: VAT (Value Added Tax) at 20% does not apply to any of these services for customers outside the UK.

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.

Please note: 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 three years and will not be shared outside The Postal Museum, except where legally required to do so. Please see our Privacy Policy on our website for further details about our processing and your rights, or contact: Data Protection Coordinator, The Postal Museum, 15 – 20 Phoenix Place, London, WC1X 0DA.

Payment:

For payment by credit/debit card, or to request an invoice, please contact the Archive Team:

Email: archives@postalmuseum.org

Tel: +44 (0)20 8183 0067

Post: Archive Team

The Postal Museum
15-20 Phoenix Place
London
WC1X 0DA

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