



## Research Application Form

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Northumberland Archives offers a record searching service. We are pleased to undertake a search in any of the manuscript, microform, printed or digital sources held by our service that are not subject to closure periods. Under particular circumstances, where records are closed we may be able to obtain permission from the relevant authority to undertake research on closed records on your behalf.

### When Do I Need to Use This Service?

- You should use this service to obtain specific information about, or in sources held by Northumberland Archives if you are unable to undertake research in person.
- You require a transcription of a document in our care.

### How Do I Apply?

All applications for research must be presented on the standard application form and accompanied by the appropriate fee.

We offer the following research options:

- **Basic** - information checking [30 minutes]. Minimum 20 working days to process.
- **Standard** - [1-3 hours] with full written report. Minimum 20 working days to process.
- **Express** – research will be completed within 5 working days from date of request.
- **Same Day** – dependent upon staff availability.

### Fees (all include UK VAT at 20%)

	<b>Basic</b>	<b>Standard</b>	<b>Express</b>	<b>Same Day</b>
30 minutes	£17.50	£17.50	£35	£70
1 hour	n/a	£35	£70	£140
1.5 hours	n/a	£52.50	£105	n/a
up to 3 hours	n/a	£105	£210	n/a

If you are unsure how long your research will take please pay for one hour and ask the researcher to give an estimate for further research or contact us with your query and we will advise you on the length of time required.

**PLEASE NOTE:** The fee charged is to cover staff research and processing time and does not guarantee that the information requested will be found.

## **Payment**

Payment must be made in pounds sterling. We can accept payment by cheque or postal order payable to "Northumberland Archives".

We can accept credit/debit card payment by telephone 01670 624358.

## **When Will I Receive my Research Report?**

Depending on the research option you choose you will receive a formal receipt by e-mail or post. This confirms payment and advises the date by which you will receive the results of your request. The receipt will also identify the person responsible for your research as well as a unique application number which you should use in any future correspondence. Applications are processed in order of receipt and unless advised otherwise will take a minimum of 20 working days to process. A report will be sent to you upon completion of the research.

## **Your Report**

Your report will endeavour to answer your specific enquiry and, if appropriate, provide alternate avenues for further research together with photocopy estimates from documents you may wish to purchase. We may also indicate that a digital image is available or advise you if you will need to purchase a certified copy. Please note, unless you request the report to be posted you will receive it as an attachment to your email address.

We will retain a copy of your report for future staff reference but only for a limited period of time. Further applications for research should be presented as a new request. Doing so will make better use of your fee.

If you have not heard from us by the date you were given on the receipt please contact the named person on the receipt quoting your application reference number for a report on progress.

## **Same Day Research Requests**

For same day research requests payment **MUST** be made in advance and you will receive a formal report by e-mail or a verbal report via telephone. Same Day requests are only available if specific research staff are available. You will be advised of this upon your initial request. Please note, requests received after 3pm will not be processed until the following working day. The working week is identified as Monday to Friday.

# Northumberland Archives

## RESEARCH APPLICATION FORM

Please plan your application carefully. We reserve the right to refuse unsuitable applications.

1. Be specific.
2. Include brief, relevant background information which will assist the researcher.
3. Do not send irrelevant information as you will be charged for time spent reading it.
4. Avoid referring to previous correspondence unless it is particularly meaningful. For example, enclosing a checklist of documents already searched may be helpful but "Continue where you left off" is not.

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### **Please Print**

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Research Option required, please tick:

**Basic**       **Standard**       **Express**       **Same Day**

I enclose payment of: \_\_\_\_\_ for \_\_\_\_\_ hour/s research.

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

If you require your Research Report to be posted please indicate here. **Not available outside of the UK**

**PLEASE MAKE CHEQUES PAYABLE TO NORTHUMBERLAND ARCHIVES.**

### **Return your completed form to:**

**Northumberland Archives  
Woodhorn  
Queen Elizabeth II Country Park  
Ashington  
Northumberland  
NE63 9YF**

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We value your custom and are interested to know how you heard about the Research Services offered. Please select as many of these options as are pertinent.

Website     Telephone     Advertisement     Recommendation     Facebook

Other please specify .....

I AUTHORISE NORTHUMBERLAND ARCHIVES TO UNDERTAKE SEARCHES AS FOLLOWS:

You have undertaken research for me in the past on this subject. My application number was.

Date	Application Number

General Data Protection Regulations 2018: The personal details recorded on this form will be retained by Northumberland Archives solely in connection with your request to publish content from collections in our care and will not be disclosed to a third party without the consent of the individuals concerned. Our full Privacy Notice is available at -

[archives@northumberland.gov.uk](mailto:archives@northumberland.gov.uk)