



Rockhampton Catholic Diocesan Archives

EMAIL INQUIRY REQUEST

I request information from the archival records described below:

- Baptism Marriage
 Confirmation Death/Burial
 Other - 1T

(Tick whichever of above applies)

RETURN THIS FORM TO:

Email: Archives@rok.catholic.net.au

Ph 49313708

Fax:

Inquired for Person

Full Name : 1T
Date of Birth:1T
Place of Event: 1T Date of event:1T
Parish/Church where occurred: 1T
Father's Full Name: 1T
Mother's Full Name 1T
Any Other Assisting Details 1T

Attach further Information if it will assist search

Applicant and Authority to Inquire

Name of Applicant 1T Phone 1T

Address 1T

Email

What is your connection with the person inquired for?

1T

Is the Inquired for Person still living?: Yes No

If inquired for person is still living, do you have that person's permission for the search?

Yes No

Applicant Signature 1T Date: 1T

Please Note:

- 1 Church archived records are not public documents and contain personal and private information about families. The purpose of this form is to establish an applicant's entitlement to details from these records.**
- 2. There is an administrative charge of \$10 (non-refundable) for each person searched (sacramental records) and \$20 per hour for archive collection searches (non-sacramental records – quote to be obtained before search commenced). An application will not proceed unless the applicable fee has been received.**
- 3. No refund is given for unsuccessful searches. Should further information become available at a later stage, the enquiry will be regarded as a new search.**
- 4. Extracts from records may be provided where details are available.**

Some searches take longer than others. We cannot guarantee a quick response in all instances. As our office workload varies, results of successful searches will generally be forwarded within 28 days of receipt. If a search is unsuccessful, you will be advised of the registers searched and if possible other venues for inquiries. RCDA holds very few death and burial records.

For Archivist's use only *(cross out whichever does not apply)*

1. The request is approved. Receipt Number.....

2. Request not approved.

Reason.....
.....

Signed: Date:
(Archivist)

Commenced Date.....Completed Date:

Advised/Finalised Date: