

INFORMATION REQUEST FORM
ARCHIVES OF THE ANGLICAN DIOCESE OF BRITISH COLUMBIA
900 Vancouver Street, Victoria, BC, V8V 3V7
Phone: 250.386.7781, Fax: 250.386.4013
The ARCHIVIST is Jacquie Nevins

To comply with government legislation and church access policies, please complete, sign, and return this form. All requests must be accompanied by an initial search fee of \$20.00. Lengthy searches (in excess of one hour) are charged at \$20.00 an hour at the discretion of the Archivist (see fee schedule on the 2nd page). Please make cheques payable to: **The Archives of the Anglican Diocese of British Columbia**

Name of Inquirer: (please print) _____

Address: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

For information requests from registers please state:

1. Relationship of Inquirer to subject of inquiry: _____

2. Reason or purpose for inquiry: _____

The above personal information is secure, and is not available to others.

Information requests from registers:

Baptism: ____ Confirmation: ____ Marriage: ____ Burial ____

Full name(s) of parties about whom information is required:

Place name: (Parish if known)

Officiating clergy if known _____

Approximate date: _____

For Baptisms, please state the full names of the parents and the child as they were at the time of Baptism:

Child _____

Parent _____

Parent _____

- Please add any other relevant information on the reverse of this form.

- The more information we have from you, the more likely we are to be able to help.

B. For other requests: Please use the reverse of this form and be as specific as possible and state the reason or purpose for your inquiry.

FOR OFFICE USE ONLY

Search completed: yes ____ no ____ Time spent _____ Fee: _____ Date: _____

Payment received: _____ Reply sent: _____

Researcher: _____

FEE SCHEDULE

In accordance with policy set by the Anglican Ecclesiastical Province of British Columbia and Yukon, our charges are as follows:

The Minimum Charge

For a copy of each document requested, or for each search for information ~ **\$20.00**

(This charge applies to all searches, successful or not)

Lengthy Searches

May be charged at an hourly rate of ~ **\$20.00**

(Or at the discretion of the Archivist.)

Photographs

Price for a photograph will be the cost of printing plus the \$20.00 minimum charge.

If a negative is needed there will be an additional charge.

NOTE: Negatives will remain the property of the Archives.

Photocopying

Each Side: **\$0.25**

Please make cheques payable to: The Archives of the Anglican Diocese of British Columbia,

Due to the fragile nature of parish registers photocopies of original entries are not available.