

Request form for copies of Mental Asylum records / related documents

From: [name] _____

[postal address] _____

Email _____ Alternative email: _____

A deposit of _____ [\$65 min. - any surplus is refundable] is enclosed as [circle one] AUD\$ cheque / money order, or has been paid by [circle one] PayPal / NAB deposit on [date] _____.

[Optional] **Additional expenditure authorised¹**: You may invoice me for AUD\$ _____ in excess of my deposit. You [circle one] **may / may not** send **digital images** on a **CD** or make them available for download from your **Dropbox**.

- I understand that I am paying for your time & expertise (searching, copying, and writing a detailed report), and that (depending on my payment, and on the information I provide below) you may be able to search multiple series of asylum records & other records.
- I understand that it is my responsibility to either (1) quote *full* source references & Archives location/ID numbers for any original records I've already seen, or (2) send copies of those records. If I don't, research may be duplicated, time and money may be wasted, or relevant material may be missed.
- I understand that I must submit this form and other documents by Australia Post, not by email. If I ignore this, download fees apply.

Signed: _____ Date: _____

Patient's name / aliases _____

Birth date _____ & place _____ **Marriage** date _____ & place _____

Death date _____ & place _____ Occupation _____

Spouse name _____ Spouse death date _____

Children (name + birth yr) _____

All known **places of residence**, with **dates** (including towns + years from State and/or Commonwealth electoral rolls):

Patient's father _____ & his death date _____

Patient's mother (maiden name) _____ & her death date _____

Patient's siblings (name + birth yr) _____

Relatives in an asylum _____

Other information _____

* **Do you have** the patient's **DEATH CERTIFICATE?** (Circle whichever applies) NO YES (post a photocopy)

* **What archival records² do you already have for the PATIENT?** Quote the full State Archives location number.

* **If you have any Qld State Archives records for the patient's RELATIVES, list full details** on the back of this page.

¹ Details could be in many different records. If you want me to search *multiple* record series, you can authorise additional expenditure.
² Eg, protective management file; Justice Department inquest file; will/intestacy/probate file; Court, prison, police, hospital, divorce or Dunwich records; land selection files; Col. Sec. / Home Sec. in-letters; etc.