

POLICE GAZETTE Request Form

Return completed form by **email** to enq@judywebster.com.au or **post** to Judy Webster, PO Box 5043, Algeester 4115.

- **Name:** _____ **Email:** _____
- **Postal address:** _____
- **Alternative email** (work, Gmail etc.) _____
- **A deposit** of \$_____ [\$50 minimum] is enclosed as [*circle one*] AUD\$ cheque / money order, or has been paid by [*circle one*] NAB deposit / PayPal on [date] _____. *Optional:* I authorise you to continue if necessary and invoice me for an *additional* sum of \$_____ (in excess of the above deposit), which I will forward promptly on request. Unexpended sums are to be [*delete one*] refunded / held in credit for future requests.
- This agreement takes effect when you email me to say that you accept this request. I understand that you are accepting only a limited number of requests, and that it may be up to two months before you send my report. If I cancel my request, you will deduct costs already incurred (your time/expenses or minimum handling charge) and refund the balance of my deposit.
- I understand that (to avoid duplication) **if I already have copies of Police Gazettes, Prison, Police Station or Court records**, I must clearly identify them by sending you a list of Archives source citations. If those are incomplete or inaccurate, you may need to repeat some searches, and I will be charged for the time and costs. If I send email **attachments** without obtaining your approval in advance, download fees will apply.
- I understand that you can make no guarantees as to what **information** (if any) may be found, or how much **time** may be involved, but you will work as efficiently and economically as possible within my stated budget.
- Instead of making **digital images** available for download via the Internet, please send them [*circle the method you prefer*] on a **CD** or on a **USB thumb drive**. I understand that additional charges apply for delivery on CD or USB, as explained on www.judywebster.com.au/delivery.html.
- **Signed:** _____ **Date:** _____

Please search *Old Police Gazettes* and/or **prison records** and/or **Police Station records** for the following:

- Approximate date range (years) to be searched: _____
- Name (SURNAME in uppercase; Given Names): _____
- Aliases: _____
- Year of birth: _____ Place of birth: _____
- Known places of residence: _____
- Other identifying details: _____
- What **evidence** suggests that there may be Police/Prison/Court records? **Source citations for copies already held?**