

**POLICE GAZETTE Request Form**

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

- **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- **Postal address:** \_\_\_\_\_
- **Alternative email** (work, Gmail, Yahoo 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 but recommended:* 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.
- 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 can only go to the Archives once a month, 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.
- If the Archives allow it and if it is cheaper or more convenient than sending photocopies on paper, you may supply me with **digital images** [*delete options that do not suit you*] on **CD** *or* in a **PDF file by email** *or* via **Dropbox** [see <http://bit.ly/DropboxJW>].
- **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?**