



Contacting us

We recommend that you contact us to book a place before visiting our searchrooms.

WYAS Bradford
Central Library
Prince's Way
Bradford BD1 1NN
Telephone +44 (0)1274 435099
e-mail bradford@wyjs.org.uk

WYAS Calderdale
Central Library
Northgate House
Northgate
Halifax HX1 1UN
Telephone +44 (0)1422 392636
e-mail calderdale@wyjs.org.uk

WYAS Kirklees
Central Library
Princess Alexandra Walk
Huddersfield HD1 2SU
Telephone +44 (0)1484 221966
e-mail kirklees@wyjs.org.uk

WYAS Leeds
2 Chapeltown Road
Sheepscar
Leeds LS7 3AP
Telephone +44 (0)113 214 5814
e-mail leeds@wyjs.org.uk

WYAS Wakefield
Registry of Deeds
Newstead Road
Wakefield WF1 2DE
Telephone +44 (0)1924 305980
Facsimile +44 (0)1924 305983
e-mail wakefield@wyjs.org.uk

30 minute search service

This service fills the gap between our enquiry service, where we can answer questions about what we hold and whether we have records that can help you, and our Research Service which undertakes longer or more complicated research on your behalf.

If you have a simple enquiry that requires looking at original records but are not able to visit our offices in person then this service can help. We would hope to have a response to you with 30 days of receiving your request though in practice it is likely to be sooner than this.

What does it cover?

The types of searches that we might undertake include:

- electoral register searches for more than one address or over a number of years,
- searches for baptism, marriage or burial entries in parish registers,
- police personnel searches,
- searches for patients or staff in our hospital collections,
- searches of school admission registers,
- searches in our collections of wills at Wakefield and Leeds,
- 1910 Finance Act Valuation searches,
- Index searches in the West Riding Registry of Deeds,
- searches of Court registers and licensing records,
- searches in specified minute books, account books, salary records, correspondence files etc.
- Vehicle Registration searches.

If you have a search you would like us to do for you please contact one of our offices to discuss options.

What is not included?

There are some restrictions on this service. Access to records containing sensitive personal data may be restricted, you will be advised of this and how you might gain access by staff.

Searches longer than 30 minutes or complicated enquiries will be referred to the Research Service.

Where records are held at more than one of our offices only those at the office where the form is received will be checked. Our reply will outline further options to continue the research where possible.

How much does it cost?

There is a fee of £12 for a search. This includes up to two A4 photocopies. We will advise you of further copies that you might like to order, which will be charged at the current rate set by the West Yorkshire Archive Service.

How to pay

Payment is made in advance. Please either complete and return this form giving details of your enquiry and payment. Cheques should be in pounds sterling and made payable to Wakefield Metropolitan District Council.

We can also accept credit/debit card payments using the following cards: Mastercard, Visa, Maestro, Switch/ Visa Debit or Solo. Please do not send credit card details by e-mail as we do not have a secure server.

You can also place an order and pay electronically online using our eshop at <http://eshop.wyjs.org.uk>

Application Form

Please complete this form in BLOCK CAPITALS or typescript and return it to the archive office providing the research (i.e. that office that holds the relevant records).

Name

Address

.....

.....

Postcode Daytime telephone

e-mail

Details of research required

Please provide relevant and specific details of the search that you require and list questions in order of priority. (Please continue on page 4 if necessary). Please also give us any other information you may have that could be of use to this search.

Details of research required (continued from previous page)

Copyright Declaration Form

To answer your research request, we may send you copies of documents in copyright. If this proves to be the case, I declare that:

- a) I have not been supplied with a copy of the same material by you or by any other archivist or librarian.
- b) I will not use the copy except for research or private study and will not supply a copy of it to any other person.
- c) (For unpublished works only.) To the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
- d) (For published works only.) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signature Date

West Yorkshire Archive Service collects your personal information in order to answer your enquiry and to compile anonymous statistical information about the use of our collections. We do not pass your details to any other organisation, although we may send you information about our own products and services which may be of interest to you. Please tick here if you wish to receive such information.