

Application for a **CERTIFIED COPY** of a Birth/Baptism/Marriage/Burial registration held within the India Office Records, 'N' series

If the search is successful you may wish to purchase an official copy that bears the seal of the Foreign and Commonwealth Office. Please complete the application form on pages 2 and 4. Methods of payment are outlined on page 1.

Birth/Baptism Register reference number, e.g. N/1/34/55 (one registration only)

Surname	First names	Place of birth/baptism (if known)	Year	Full names of father/mother

Marriage Register reference number, e.g. N/1/34/55 (one registration only)

Groom's surname	Groom's first names	Bride's maiden name (if known)	Bride's first names	Place of marriage (if known)	5-year span

Burial Register reference number, e.g. N/1/34/55 (one registration only)

Surname of deceased	First names of deceased	Place of death/burial (if known)	Year

Ecclesiastical Records within the India Office Records held at the British Library: Applications for Searches and Certified copies

The Ecclesiastical Records held by us relate mainly to European Christians who were based in India before 15th August 1947, with a few late returns for approximately twenty years thereafter. Also held are returns from Aden (1840-1948), Kuwait (1937-1961), Macao/Canton (1820-1833), St. Helena (1767-1835) and South East Asia (1759-1868). The returns are basically contemporary copies of baptism, marriage and burial documents with a few birth registrations included. It is worth noting that as it wasn't common practice to register a child at birth in India it may not be possible to locate such a document. We estimate that our ecclesiastical records are roughly 65-70% complete. Approximately 30% of registrations were never returned to London and so remained in India/Pakistan or Burma. **This means there is no guarantee that a search will be successful.** We can offer further guidance and referrals in most cases of failed searches.

Three ways of conducting Ecclesiastical searches

1 You can conduct your own research here, free of charge, but you will need to obtain a reader's pass from Reader Registration first. For details on how to apply in person or remotely please log onto our website at <http://www.bl.uk/>. If you do locate the desired registration you can consult this on microfilm in the Asian and African Studies reading room. Details of our on-site reproduction fees are also available on our website.

2 There are three online search databases for searching our ecclesiastical registrations; but please note these are not comprehensive: (i) <http://indiafamily.bl.uk/>; (ii) www.familysearch.org; (iii) www.lds.org

3 You can pay us to conduct a remote search on your behalf. The charge for a five year search in all three presidencies (Bengal/Madras/Bombay) is £36.00, including VAT. If you are applying for a remote search outside of the EU the fee is currently £30.

How to apply and pay for a remote search

Please send us the completed application forms on pages 2 and 3. You can pay by credit card or cheque. Credit-card holders need to register with our secure email account where you will be given further instructions. For more details please telephone us on, 0207 412 7827/7642, or write an email to apac-enquiries@bl.uk. If you prefer to pay by cheque please ensure it is in sterling and made payable to the British Library and send to: *British Library, APAC Reference Services, 96 Euston Road, London. NW1 2DB.*

Please provide the approximate date that the registration took place and the names of the parties on the search application form. The reason for the five-year span is that over time details can be passed on incorrectly, also not every child was baptised within the same year of its birth. Please ensure you complete your address details (on page 2) so that we can contact you with the results of each search.

How to apply and pay for a certified copy

If the search is successful you may wish to purchase a certified copy, i.e. an official copy that bears the seal of the Foreign and Commonwealth Office. There is a fee of £18 for each certificate that we produce. For payment details please read the notes for remote searches.

If you have located or have been provided with the four part reference number, e.g. N/2/34/55 please write this in the relevant box on the certificate application form. Please note, without this number we will be **unable** to process your application.

It is quite common these days for British government agencies/authorities to ask for proof of British birth/parentage before they process a client's legal application. We would like to advise you that we are unable to provide this kind of evidence.

CUSTOMER DETAILS (*denotes essential information)

NAME*

ADDRESS*

TOWN/CITY* **POST/ZIP CODE***

COUNTY/STATE* **COUNTRY***

PHONE* **FAX***

EMAIL

DIFFERENT DELIVERY ADDRESS (If you require delivery to a different address than above, please complete the details below)

NAME*

ADDRESS*

TOWN/CITY* **POST/ZIP CODE***

COUNTY/STATE* **COUNTRY***

Searches for EU users	£36.00 incl. VAT
Searches for non EU countries	£30.00
Certificates	£18.00

Please complete the relevant payment box

Enter the full amount you wish to be deducted from your credit card £

Enter the full amount you wish to pay by cheque £

READING ROOM
PAID STAMP

Credit card number

Expiry date

Security Code

Credit card details are not stored at this office but are shredded once the payment transaction has been completed. None of your details will be given to a third party without your prior permission.



BRITISH LIBRARY

Application for a **SEARCH** of a Birth/Baptism/Marriage/Burial registration held within the India Office Records, 'N' series.

Please complete application form on pages 2 and 3 and include a 5 year time frame for us to search. Essential details such as the date and place of registration can often be misinterpreted. This is why we suggest that 'five year' span searches are conducted in all of the district returns registers/indexes. Methods of payment are outlined on page 1

Birth/Baptism Searches (one registration only)				
Surname	First names	Place of birth/baptism (if known)	5-year span	Full names of father/mother (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marriage Searches (one registration only)					
Groom's surname	Groom's first names	Bride's maiden name (if known)	Bride's first names	Place of marriage (if known)	5-year span
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Burial Searches (one registration only)			
Surname of deceased	First names of deceased	Place of death/burial (if known)	5-year span
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This section to be completed by BL staff only			
Name of person who conducted the search	Volumes consulted, e.g. N/1, N/2 etc	Time frame of search	Search result
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

