

RECORD SEARCH

HOUGHTON HERITAGE SOCIETY

SEARCHING OUR RECORDS

1. Make a donation to Houghton Heritage Society using Method 1, 2 or 3 as detailed on our [Benefactors Guide](#).
2. Each £5.00 donated entitles you to have 5 names searched for.
3. Identify the names of interest in our [Genealogical Records](#) which can be found at: *www.houghtonlespring.org.uk*
4. Submit a Search Requisition Form by post (attach any additional information on a blank sheet of paper – this may be used in the Houghtonian magazine). You can also submit your requisition by email.

Thank you for
supporting our work



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SEARCH REQUISITION FORM

PRINT & COMPLETE THIS FORM OR SEND THE SAME INFO BY EMAIL

NAME		NAME LIST
<i>e.g. Margaret Bailey</i>		<i>Churchyard Burials 1581-1854</i>
1		
2		
3		
4		
5		

TITLE _____ NAME _____

ADDRESS _____

_____ POSTCODE _____

CONTACT NUMBER _____

EMAIL ADDRESS _____

YOUR DONATION

...../...../.....
[date donation was made]

£ _____
[amount of donation]

COMPLETED FORM SHOULD BE RETURNED TO:

Houghton Heritage Society, 120 Burn Park Road,
Houghton-le-Spring, Tyne & Wear, DH4 5DQ

EMAIL:

info@houghtonlespring.org.uk

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TERMS & CONDITIONS

The purpose of this scheme is to assist you with your family tree research and to link you with others interested in the same family/individuals.

Articles and information are presented in good faith, occasionally based on people's recollections and memories, which can be fallible. While every effort is made to ensure the website content is accurate and up to date, some errors may exist, such is the nature of recording local history. No responsibility can be held for any errors contained herein and Houghton Heritage Society would like to invite any recommendations, corrections or additional information from the site's visitors.

Your personal details will not be passed on to any external group/person without your prior consent. Please ensure that the name you are interested in is online in the Name Lists before submitting your Search Requisition. Applications are at the discretion of Houghton-le-Spring Heritage Society. Applications are typically processed within a week, however we receive a large amount of correspondence so please allow a maximum of a calendar month for your Search Requisition to be processed. Please keep a copy of this form for your own reference. Any queries should be sent via the published email address on the Houghton Heritage website at: www.houghtonlespring.org.uk

PLEASE NOTE: The records can only be searched on behalf of those who complete one of the above procedures. The Houghton Heritage website receives hundreds of enquiries a week and it is not possible to check the records for those wanting validation before making a donation.

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