



Miscellaneous assisted immigrants photocopy order form

Important Notice: Some record series listed in the Miscellaneous Assisted Immigrant Index do not contain much information on individual passengers. For instance, a name may simply be on a list or in a letter with no accompanying information.

We recommend you view the records first (available on microform in both reading rooms) before making/requesting copies.

However, if you cannot make it in person to our reading rooms to make copies of the records yourself, then you can use this form.

Please note that **we will not be providing refunds** if there is no information on a requested copy other than a name in a letter.

The cost of each entry is \$5.00. The administration fee is \$15.00 and postage/handling is \$4.00. Overseas orders have an additional \$3.65 postage charge.

Print out the form below, fill in all the details and mail/fax to:

Miscellaneous Assisted Immigrants Copy Service
State Records
Reprographics Officer
PO Box 516 Kingswood NSW 2747
Facsimile (02) 9833 4518

We accept Visa and MasterCard. Cheques or money orders should be made payable to State Records. We cannot accept personal cheques from foreign banks. Express postage is available on request, extra charges will apply.

Please do not send cash

Time to complete orders

- Orders will be completed within 20 working days from the date of receipt.
- Urgent orders will be completed within 5 working days and a 25% surcharge will apply.

Conditions

- Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition.
- State Records does not accept responsibility for copies lost in the postal system.

Record Details 1 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 2 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 3 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 4 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 5 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:

Record Details 6 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 7 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 8 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
Record Details 9 = \$5.00			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:

Your address and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Cheque/money order enclosed:		
Credit Card Number: _____ - _____ - _____ - _____		
Credit Card Name:		
Card Expiry Date:	Visa: <input type="checkbox"/>	Mastercard: <input type="checkbox"/>
<p>Declaration</p> <ul style="list-style-type: none"> • I have read and agree to the conditions above • I will obtain the written permission of State Records if I wish to publish State archives or extracts therefrom (See Archives In Brief 11) <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

Cost of order	
Administration fee	\$15.00
Copies	\$
Postage and handling	\$4.00
Urgent orders (add 25%)	
Overseas order (add \$3.65)	
Total of order:	