

## Miscellaneous assisted immigrants 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 on 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 fee for this service is \$25.00. This includes the cost of the copies for the first entry, the administrative fee and postage/handling. Additional entries are \$5.00 each. Overseas orders incur an additional \$3.65 postage charge.

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

Miscellaneous Assisted Immigrants Copy Order  
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***

### **Please read these conditions carefully**

State Records aims to produce reference copies of State archives through the copying service. Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition. Orders will be completed within 15 working days from the date of receipt. Urgent orders will be completed within 5 working days and a 25% surcharge will apply. State Records cannot accept responsibility for photographic orders lost in the postal system.

As stated in the notice above, we will not be providing refunds for this service if there is no information on a record other than the requested name. We recommend you view the records yourself to decide if you would like a copy and then use the available self-service copy machines or request a copy.

**Record Details 1 = \$25.00**

Series:		Ship:	
Name:		Date:	
Item:	Reel:	COD:	Page:

**Record Details 2 = \$5.00**

Series:		Ship:	
Name:		Date:	
Item:	Reel:	COD:	Reel:

**Record Details 3 = \$5.00**

Series:		Ship:	
Name:		Date:	
Item:	Reel:	COD:	Reel:

**Record Details 4 = \$5.00**

Series:		Ship:	
Name:		Date:	
Item:	Reel:	COD:	Reel:

**Record Details 5 = \$5.00**

Series:		Ship:	
Name:		Date:	
Item:	Reel:	COD:	Reel:

**Any remarks to add about the entries?**

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## 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><b>Declaration</b></p> <ul style="list-style-type: none"> <li>I have read and agree to the conditions above</li> <li>I will obtain the written permission of State Records if I wish to publish State archives or extracts therefrom (See Archives In Brief 11)</li> </ul> <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

Cost of order	
Subtotal of order:	\$25.00
Additional entries (\$5.00 per entry):	
Overseas order (add \$3.65):	
<b>Total of order:</b>	