

# History Research Request Form

Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer would like Rockhampton Regional Council to conduct research on local or family history on their behalf. Charges will apply after an initial 15 minutes of free searching, and are required to be paid prior to research being undertaken. Please contact the Rockhampton Regional Library on 4936 8040 for further information.



P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

## Customer Details

Contact name:

First

Middle

Last

Residential address:

Street number and name

City

State

Postcode

Preferred contact number:

Email:

Preferred delivery method:  Email  Post  Collect

*Email is the standard form of delivery. If this method is unsuitable please select an alternative.*

## Research Details

Do you wish Council to conduct research for you? *(please note charges will apply)*  Yes  No

Number of hours you wish Council to research for:

Provide details on the information to be researched in as much detail as possible:

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#). Please note research will not be undertaken by Council until full payment is received.

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere or Rockhampton Regional Library, 230 Bolsover Street, Rockhampton.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

OFFICE USE ONLY

Date received:

Responsible officer:

Amount:

Receipt number: