

Please complete in block capitals

Send completed form to:

The 1939 Register Team, Room B108, NHS IC, Smedley Hydro, Trafalgar Road, Southport, PR8 2HH



REQUEST FOR INFORMATION FROM 1939 NATIONAL ENUMERATION TRANSCRIPT BOOKS

IC REF:

APPLICANT

Mr/Mrs/Miss/Ms

Surname

Forename

Full Address

Postcode

Telephone No

All responses will be sent by 1st class post. If you prefer a reply by email - please provide your email address below:

Email Address

Terms & Conditions:

Please refer to the following before making your application:

1. The 1939 National Registration Transcript Books are a record of the civilian population of England & Wales as at 29 September 1939. The books are arranged in National Registration Number order and are based on the actual whereabouts of individuals on the night concerned. Thus, if an individual was not at his/her usual place of residence, e.g., in hospital or at a hotel, he/she will not appear at that address in the books.
2. Data will be provided, as recorded on the 29 September 1939, only where the individual is now recorded as deceased. Where an individual is not recorded as being deceased, the information will not be disclosed unless the applicant can produce clear evidence which establishes that a death has taken place. A death certificate may not, in itself, provide sufficient evidence.
3. The date and district of death (if recorded before the commencement of the NHS on 5th July 1948) will only be provided if specifically requested.
4. Once the 1939 Register Team has embarked on a search no monies will be refunded – even if a search is unsuccessful.
5. The information held by the NHS IC is the original information as recorded in 1939 which is now over 70 years old. As such a number of entries within the Register are incomplete or illegible due to natural deterioration and disrepair.
6. The NHS IC will do its utmost to provide the requested information when appropriate, but there may be occasions when this is not possible. Therefore, there may be instances where the information provided is the most accurate interpretation of what is recorded.
7. The 1939 Register only includes individuals who were recorded at an address on the 29 September 1939. Therefore, many members of the Armed Forces were not listed as they had already been called up for military service. However, membership of Naval, Military or Air force Reserves or Auxiliary Forces or of Civil Defence Services, will be provided if collected.
8. The information provided by each household was accepted at face value, therefore there may be instances of inaccurate information being recorded.
9. The re-use of this information for any purpose is subject to the Re-use of Public Sector Information Regulations 2005. Should you wish to re-use this information in any way you must ask us for specific permission relating to that you wish to use. If we agree to such re-use it may be subject to licensing and may involve a fee. Applications for re-use should be submitted to enquiries@ic.nhs.uk. No re-use should take place until you have formally asked for permission and we have informed you of our decision.

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What information do you require?

If a successful search is carried out we are able to provide the information to you in one of three of ways. Please tick one box to indicate which option you require:-

- Information on individual named
- Information on individual named and up to 9 other residents at that address
- Information on address and up to 10 residents at that address



PARTICULARS OF PERSON/ADDRESS BEING SOUGHT

Remember, success depends on the quality of information which you supply. In some cases it is possible that a search can be carried out with information supplied in only the following sections: A, C and F or E only or G only.

A Surname
B Maiden Name
C Full Forename(s)
D Other names used
E National Registration Number (or pre 1996 NHS Number)
F Date of Birth (dd/mm/yy)
G Address in September 1939
H Last known address with date

Methods of Payment Cheques should be made payable to NHS Information Centre . International money orders or bankers drafts made in favour of 'NHS Information Centre' . Cheques and drafts should always be expressed in Sterling . Euro cheques cannot be accepted. PLEASE DO NOT SEND CASH <u>NB. THE SEARCH FEE IS NON-REFUNDABLE</u>
I enclose a cheque to the value of £42.00
Signed.....
Date.....

If you wish to request additional information under the Freedom of Information Act 2000 then please contact our office via the enquiries@ic.nhs.uk email address or by post at the above postal address marking the letter for the Information Governance Officer (Southport)

Please note, the NHS Information Centre will endeavour to respond to your query in 20 working days. If you have not received a reply after this time, please contact our office via the enquiries@ic.nhs.uk email address or by post at the above postal address.