



## **SEARCH ENQUIRY FORM**

**We only accept enquiries from members of the Irish Diaspora, living in the UK, over 60 years of age, who are looking for a relative who is over the age of 18 years. If you do not fit the criteria mentioned, please do **not** submit this form as it will be declined. Instead you should return to the home page where there is a link to another family search website.**

However, if you do fit the criteria, please print off the form, complete with as much details as possible and return it to us at either the address or email provided. If by Post please enclose a pre-addressed envelope for our response. Postage would help reduce our costs, but as the envelope would require an Irish stamp, it is not required. If by email you are agreeing to receive a response by email.

### **INFORMATION REQUIRED**

The following information is required to accompany your request-

- Full names and exact date of birth (or age) **and/or** date of marriage **of the person being sought.**
- Their last known address or location.
- Previous Occupation, if known.
- A photocopy of **your own** full birth certificate (not the original) is required to insure the correct family lineage.

Providing incorrect information will delay the application process and could make it impossible for enquiries to be carried out at all. If any details are not known just enter 'Not known', please do not leave any section blank.

### **FEES**

We do not charge the full cost it takes to carry out a search enquiry but we do request a small registration fee of €50.00 for each person sought.

By Post - We accept payment in EURO only, which can be paid by cheque or postal order.

Online – A secure online payment option is offered which accepts Credit and Debit Cards.

### **FORM**

By Post - Complete the form, mark the envelope "Confidential" and send it along with copy documentation and payment to Reunited.ie, 16 Springdale Road, Raheny, Dublin 5, Ireland

Online – Use the payment link on the Website "Enquiry Form" page. Complete the form and email it along with copy documentation to [enquiryforms@reunited.ie](mailto:enquiryforms@reunited.ie)

REMEMBER the form **must** be signed by the person making the enquiry and they **must** be over 60 years of age.

### **REVIEW**

Once received, the information will be reviewed and we will let you know if we are able to proceed or otherwise. Enquiries may take some time, but you will be kept informed of any progress.

We cannot, of course, guarantee a successful outcome and because of the confidential nature of our work, we are not able to provide details of our tracing procedures.



UK- \_\_\_/\_\_\_\_/ \_  
(For internal reference only)

## **YOUR DETAILS**

Your **full** name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Your address in full \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Home telephone no. \_\_\_\_\_ Mobile Telephone no. \_\_\_\_\_

Email address: \_\_\_\_\_

Your full name as registered at birth \_\_\_\_\_

Your date of birth \_\_\_\_\_ Your place of birth \_\_\_\_\_

Relationship to person being sought \_\_\_\_\_

### **PLEASE EXPLAIN HOW CONTACT WAS LOST WITH YOUR RELATIVE.**

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### **YOUR REASON FOR WISHING TO LOCATE YOUR RELATIVE.**

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## **PERSON BEING SOUGHT**

Please use block capitals and answer *EVERY* question.

Last known surname \_\_\_\_\_ Maiden surname \_\_\_\_\_

Forenames **(in full)** \_\_\_\_\_

Full name at birth (if different from above) \_\_\_\_\_

Date of birth (if not known, then exact age) \_\_\_\_\_ Place of birth \_\_\_\_\_

Last known address \_\_\_\_\_

Date when last in contact \_\_\_\_\_

Was this in person, by letter, telephone, or e-mail? \_\_\_\_\_

Has this person ever been married? **YES/NO** If yes, please give details:

1) Date of marriage \_\_\_\_\_ To whom? \_\_\_\_\_

Place of marriage \_\_\_\_\_ If divorced, please give date \_\_\_\_\_

2) Date of marriage \_\_\_\_\_ To whom? \_\_\_\_\_

Place of marriage \_\_\_\_\_ If divorced, please give date \_\_\_\_\_

Please give full names, places and dates of birth (or ages) of any children.

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Are you in touch with any of these? **YES/NO**

**Parents of person sought** (information required even when parents are deceased):

Father's **full** name \_\_\_\_\_

Mother's **full** name \_\_\_\_\_

Mother's maiden name \_\_\_\_\_

## **PERSON BEING SOUGHT Cont'd**

**Brothers/sisters of person sought.** Please give names, places and dates of birth (or ages):

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Are you in touch with any of these? **YES/NO**

### **Hobbies/Pastimes:**

Give name & address of person who may have information, or be able to assist our enquiries (e.g. club/union/friend etc).

Name \_\_\_\_\_ Address \_\_\_\_\_

### **Employment details:**

Name & address of last known employer \_\_\_\_\_

Usual occupation \_\_\_\_\_ Date ceased this employment \_\_\_\_\_

### **OTHER INFORMATION:**

PPS No.(IRE) / National Insurance No. (UK) / Army, Navy, or RAF no.

\_\_\_\_\_

Doctor's name & address \_\_\_\_\_

Bank or Building Society name & address \_\_\_\_\_

\_\_\_\_\_





## **DATA PROTECTION**

### **Data Protection**

In undertaking this Service, Reunited.ie is subject to various laws and regulations, including the Data Protection Act 1988 and Amendment 2016. We will comply with these laws and regulations and confirm that we will use the personal details you provide to us, for the purposes of providing the tracing service, and in particular for tracing the individual you seek to find, and for no other purpose.

In providing us with personal details, you consent to us holding and using those details and disclosing them to third parties for the purposes of providing the tracing service. If you tell us that the individual you seek to find may be outside the European Union (EU), you consent to us sending the data you provide outside the EU for the purposes of performing the tracing service. We will not disclose the whereabouts or other personal details given by you or other individuals without due consent.

### **Context**

Reunited.ie must be free to reveal the enquirer's identity and contact details to the person sought. If there are contact details you would prefer us not to share with the individual sought, these must be disclosed by you at the *commencement* of our involvement.

### **Personal Statement**

I give my consent to the releasing of personal information, held by others, about me, to Reunited.ie.

I give my consent to Reunited.ie, in the releasing of information that I have provided, that it believes may assist with their enquiries on my behalf.

I give my consent to Reunited.ie to store my personal information on their database and for them to use this information for the purpose it was collected in accordance with the Data Protection Act 1988 and Amendment Act 2016.

I give my consent to Reunited.ie in sending the information I provide outside the EU for the purposes of performing their service.

Name \_\_\_\_\_ Signed \_\_\_\_\_  
(Please print)

Date \_\_\_\_\_