



Searching for information: your options

Our Search Service

We offer paid searches in all The National Archives records, in order to comply with our obligations under the Freedom of Information Act 2000 (FOIA).

The searches will be done in a prompt and professional manner and will reflect the expertise of The National Archives in the field of historical records. If you wish us to do the search we shall provide the information within eighteen working days of receipt of payment.

Our charge is based on £15.32 per 15 minutes but please contact us for the full cost of your particular search before sending us any money.

Independent Researchers

There are many independent researchers whom you can hire to carry out research for you. These researchers may charge significantly less than our 'full cost recovery' service. I enclose a list of some who undertake research in your area of interest. These lists are also available at our web site (<http://www.nationalarchives.gov.uk/irlist/>)

Our On-Site Service

You are welcome to visit us - we can help you to do the search yourself, and admission is free. Anyone over 14 is eligible to become a reader. You only need a reader's ticket if you wish to access original documents. Please bring two forms of identification; one to prove identity (e.g. a full driving licence, passport or credit card), and one to prove your current address (e.g. a utility bill issued within the last three months). You do not need a reader's ticket to consult material which is available online, on microfilm, microfiche or published.

Please bring a pencil and notebook. Pens and scanners are not allowed in the reading rooms. Free security lockers are available. No animals are admitted to the building except guide dogs and hearing dogs. The café, bookshop and museum are open to the public.

Response Form

**PLEASE RETURN THIS FORM BY POST TO: RECORDS ENQUIRIES,
THE NATIONAL ARCHIVES, KEW, RICHMOND, SURREY, TW9 4DU**

Please supply a full quote of the cost for undertaking the following search(es):

Search (for details see attached research notes)	Please tick
1. Criminal Registers, 1791-1892 (HO 26 and HO 27)	
2. Calendars of Prisoners, 1868-1971 (HO 140)	
3. Indictments Files, 1573-1974 (ASSI, CRIM, DURH, J, PL), and Crown & Gaol Minute Books, 1524-1951 (ASSI, CHES, DURH, PL) or Court Books, 1834-1949 (CRIM 6)	
4. Depositions, 1839-1998 (ASSI, DURH, CRIM, J, PL)	
5. Central Criminal Court Calendars of Depositions, 1923-1966 (CRIM 2)	
6. Central Criminal Court Minutes of Evidence, 1834-1912 (CRIM 10)	
7. Central Criminal Court After Trial Calendars of Prisoners, 1855-1949 (CRIM 9)	
8. Prison Registers, 1799-1909 (HO 8, HO 23/1-20, HO 24/1-19 and PCOM 2, WO 25/2956-2961)	
9. Licences, 1853-1887 (PCOM 3, PCOM 4, PCOM 6)	
10. Criminal Petitions, 1819-1854 (HO 17, HO 18, HO 19)	
11. Petitions and Judges' Reports, 1784-1951 (HO 45, HO 144, HO 47)	

Not all of these series cover the full date range given; please check the Research Notes for fuller details.

For files relating to petitions and judges reports from 1951 you should write to the Home Office Departmental Record Officer.

The Research Notes specify what information we need from you for a search to be carried out. Please note that if you are unable to supply the details

required in the Research Notes, then the quotation will be for a higher fee than normal search fee quoted in the Research Notes.

Please fill in the boxes below, as appropriate. If you have additional information which you think might aid our search, please use the Additional Information box.

Full name of the prisoner/criminal*	
Gender (male or female) of prisoner/criminal*	
Date of the crime	
Date of conviction and/or trial*	
Court of conviction*	
Place of abode	
Nature of crime	
Place where crime was committed	
Dates and places of imprisonment (prison or hulk)	
Year that licence (if any) was granted or revoked	

Additional Information

Please write your details in BLOCK CAPITALS:

Name	
Address	
Postcode	
Daytime telephone	
Fax	
e-mail	
VAT Registration Number (see Note)	

Note: The fees quoted in the Research Notes include VAT at the standard rate. If you are resident outside the European Union, we will quote fees without VAT, when we send the full quotation. If you are a VAT registered trader within the European Union, we will quote fees without VAT, as long as you supply your VAT registration number.

Research Notes

Criminal Records

Search No. 1. Criminal Registers

Catalogue references: HO 26 and HO 27

Criminal registers are available online at <http://www.ancestry.co.uk>

HO 26 only contains registers for the county of Middlesex for the period 1791 to 1849.

HO 27 has all counties of England and Wales for the period 1805-1902, except for Middlesex before 1850.

Information that this source should reveal:

The crime, when and where tried and sentence. Some may include personal details such as age.

Factors affecting success of a search:

It is essential to know the county in which the indictment was made, and a reasonable idea of the years to be searched.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner/criminal
- the year of conviction
- the county, or court, where the trial took place

Our normal fee searching the Criminal Registers, providing the information detailed above is supplied, is £45.

Search No. 2.**Calendars of Prisoners, 1868-1971**

Catalogue reference: HO 140

Information that this source should reveal:

These records list those about to be tried, or who have been tried at court. Typically they provide age; trade; previous convictions; name and address of committing magistrates; date of warrant; when received into custody; offence (includes name of victim before 1969); when tried; before whom tried; verdict; sentence or order of the court.

Please note that these records are usually closed for 75 to 100 years, except those from 1969 onwards which are closed for 30 years.

Factors affecting success of a search:

It is essential to know the county in which the indictment was made, and a reasonable idea of the years to be searched.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner/criminal
- the year of conviction
- the county, or court, where the trial took place

Our normal fee for one search of one county in the Calendar of Prisoners, providing the information detailed above is supplied, is £45 for the first year and £30 for each additional year.

Search No. 3 Indictments Files, 1573-1974, and Crown & Gaol Minute Books, 1524-1951, or Court Books, 1834-1949

Catalogue references:

Assize Court Indictments, 1573-1971 (ASSI, DURH, PL)

Assize Court Crown & Gaol Minute Books, 1524-1951 (ASSI, CHES, DURH, PL)

Central Criminal Court Indictments, 1834-1971 (CRIM 4) and 1972-1974 (J 268)

Central Criminal Court Books, 1834-1949 (CRIM 6)

The files in CRIM 4 are indexed by calendars in CRIM 5.

Information that this source should reveal:

The charge or charges against the accused, verdict and sentence. Earlier files may also contain gaol deliveries, coroners' inquests, jury summonses and recognizances. The Crown & Gaol Minute Books sometimes include brief notes of after trial decisions by the judge, eg reduction in sentence. The court books can include the names of jurors, judge and counsel, times of hearings, adjournments and resumptions and occasional incidental information relating to the conduct of the trial.

Factors affecting success of a search:

It is essential to know the county and court in which the indictment was made, and a reasonable idea of the years to be searched. Covering dates may vary and we may not hold records for the period requested.

Details required to carry out a search, and our Charge for a search:

In order to carry out a search for our normal fee, the following information is required:

- full name of the defendant
- approximate date and place of the trial

Our normal fee for one search, providing the information detailed above is supplied, is £60. A higher fee may be required for pre 1733 indictments which are in Latin.

Search No. 4. Depositions, 1839-1998

Catalogue references:

Assize Court, 1559-1971 (ASSI, DURH, PL)

Central Criminal Court, 1835-1971 (CRIM 1) and 1972-1976 (J 267)

Information that this source should reveal:

These are statements made under oath that were used as evidence in the trial.

Factors affecting success of a search:

All depositions for murder, sedition, treason, riot and political conspiracy trials are preserved. A 2% sample of other trials has been preserved. Covering dates may vary and we may not hold records for the period requested.

Some files may be closed to public inspection.

Details required to carry out a search, and our Charge for a search:

In order to carry out a search for our normal fee, the following information is required:

- the full name of the defendant
- approximate date of the trial
- type of criminal offence

Our normal fee for one search in the Depositions, providing the information detailed above is supplied, is £45.

Search No. 5. Central Criminal Court Calendars of Depositions, 1923-1966

Catalogue reference: CRIM 2

These are calendars of cases sent up to the Central Criminal Court from coroners', magistrates' or police courts.

Information that this source should reveal:

These records provide the date, court and name of the defendant, but no details of the charge.

Factors affecting success of a search:

No calendars survive for the period before 1923.

Details required to carry out a search, and our Charge for a search:

In order to carry out a search for our normal fee, the following information is required:

- name of defendant
- date of trial including month and year
- type of criminal offence

Our normal fee for one search in the Calendars of Depositions, providing the information detailed above is supplied, is £45.

Search No. 6. Minutes of Evidence, 1834-1912

Catalogue reference: CRIM 10

Proceeding of the Old Bailey (Central Criminal Court) are available online at <http://www.oldbaileyonline.org/>

Information that this source should reveal:

These are bound volumes contain printed shorthand notes of evidence.

Factors affecting success of a search:

Not all the records in CRIM 10 survive - some years are missing. No records survive after 1912.

Details required to carry out a search, and our Charge for a search:

In order to carry out a search for our normal fee, the following information is required:

- name of defendant
- date of trial including month and year
- type of criminal offence

Our normal fee for one search in the minutes of evidence, providing the information detailed above is supplied, is £45.

Search No. 7. Central Criminal Court After-trial Calendars of Prisoners, 1855-1949

Catalogue reference: CRIM 9

Information that this source should reveal:

These calendars provide similar information to the Court Books (see Search No. 3) but they are printed and therefore clearer to read.

Factors affecting success of a search:

You must have an idea of the year of conviction, and ideally the court (or locality) and the offence.

Details required to carry out a search, and our Charge for a search:

In order to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner/criminal
- the year of conviction
- the county, or court, where the trial took place

Our normal fee for one search in the After-trial Calendars of Prisoners, providing the information detailed above is supplied, is £45.

Search No. 8. Prison Registers, 1799-1909

Catalogue references: HO 8, HO 23/1-20, HO 24/1-19 and PCOM 2, WO 25/2956-2961

See our research guide on Convicts and Prisoners, 1100-1986, Sources in The National Archives, available online at <http://www.nationalarchives.gov.uk/catalogue/researchguidesindex.asp#s> for further details.

HO 8 (1824-1876): Convict Prisons: Quarterly Returns of Prisoners

HO 23/1-20 (1847-1866): County Registers for certain Counties

HO 24/1-19 (1838-1875): Millbank, Parkhurst, Pentonville

PCOM 2 (1770-1909): Various Prisons

WO 25/2956-2961 (1799-1823): Savoy Prison and Hulk

Information that this source should reveal:

These can provide additional information such as a physical description, photograph and birthplace.

Factors affecting success of a search:

Must have name of prison or hulk, and preferably a date.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner/criminal
- the year of conviction
- the county, or court, where the trial took place
- the prison or hulk
- the dates of imprisonment

Our normal fee for the search of one volume (piece) of prison/hulk registers, providing the information detailed above is supplied, is £60.

Search No. 9. Licences, 1853-1887

Catalogue references: PCOM 3, PCOM 4, PCOM 6

PCOM 3: Males, 1853-1887

PCOM 4: Females, 1853-1887

PCOM 6: Name indexes, 1853-1949

Information that this source should reveal:

These contain licences for convicts to live at large in the community, and notes of revocation of such licences, arranged numerically. Some contain photographs from 1875, and most do from 1883. They can include age, trade, date and place of conviction, sentence and the place of imprisonment.

Factors affecting success of a search:

Not all entries in the indexes in PCOM 6 indexes have a corresponding file in PCOM 3 or 4.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner
- the gender (male or female) of prisoner
- the year of granting, or revocation, of licence

Our normal fee for the search of one volume (piece) of indexes and following up in the corresponding register, providing the information detailed above is supplied, is £45.

Search No. 10. Criminal Petitions 1819-1854

Catalogue references: HO 17, HO 18, HO 19

Series HO 17 covers the period 1819-1839 and series HO 18 the period 1839-1854. These are arranged by date and unique code and are indexed in HO 19.

Information that this source should reveal:

These series contains petitions made by, or on behalf of, on prisoners.

Factors affecting success of a search:

You must have an idea of the year of conviction, and ideally the court (or locality) and the offence.

A prisoner may not have had a petition written on their behalf, and not all have survived.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner
- the year of conviction
- the court of conviction or locality

Our normal fee for one search in the Criminal Petitions, providing the information detailed above is supplied, is £45.

Search No. 11. Petitions and Judges' Reports, 1784-1951

Catalogue references: HO 45, HO 144, HO 47

Petitions from prisoner are contained within these series of Home Office papers, namely HO 144 (1868-1947) and HO 45 (1848-1951).

HO 47 comprises Judges' Reports on Criminals for the period 1784 to 1829.

Information that this source should reveal:

Series HO 45 and HO 144 contain petitions by, or on behalf of, prisoners. Series HO 47 contains the judges' reports on prisoners but does also include some petitions.

Factors affecting success of a search:

You must have an idea of the year of conviction, and ideally the court (or locality) and the offence.

A prisoner may not have had a petition written on their behalf, and not all have survived.

Details required to carry out a search, and our Charge for a search:

For us to carry out a search for our normal fee, the following information is required:

- the full name of the prisoner
- the year of conviction
- the court of conviction or locality

Our normal fee for one search in the Petitions and Judges Reports, providing the information detailed above is supplied, is £45.
