

**Document request form**

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| **Name:** |  | **Date:** |  |
| **Department:** |  |
| **Delivery address:** |  |
| **Ticket Number:** |  |

**Please list documents required giving full references (from The National Archives’** [**catalogue**](http://discovery.nationalarchives.gov.uk/SearchUI)**). Please note that this form will be returned to you if lines containing document requests are not completed with the required details.**

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| **Department** | **Series** | **Piece numbers** | **Reason for recall** | **Estimated** **recall duration** | **Comments** **(closed** **documents,** **extracts)** |
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| **Additional comments/instructions:** |
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| **Please email this list to** **Government.Orders@nationalarchives.gsi.gov.uk****, or for any queries call 0208 392 5260** |

Please continue on a separate sheet if needed.