

Request form for copies of Mental Asylum records / related documents

From: [name] _____

[postal address] _____

Email _____ Alternative email: _____

A **deposit of** _____ [\$65 min. - any surplus is refundable] is enclosed as [circle one] AUD\$ cheque / money order, or has been paid by [circle one] PayPal / NAB deposit / NatWest(UK) deposit on [date] _____.

[Optional] **Additional expenditure authorised:** You may invoice me for AUD\$ _____ in excess of my deposit. You [circle one] **may / may not** send *digital images* on a **CD** or make them available for download from your **Dropbox**.

- I understand that I am paying for your time and expertise (searching, copying, and writing a detailed report), and that you will try to obtain copies from multiple series of asylum records, and/or other record series, based on the information I provide below.
- I understand that if my information is incomplete or inaccurate, or if I do not list all archival records that I already hold, relevant material may be missed, work may be duplicated, or time/money may be wasted.
- I understand that I must submit this form and other documents by Australia Post, not by email. If I ignore this, download fees apply.

Signed: _____ Date: _____

Patient's name / aliases _____

What source(s) said that this person was in an asylum? _____

Birth date _____ & place _____ **Marriage** date _____ & place _____

Death date _____ & place _____ Occupation _____

Spouse name _____ Spouse death date _____

Children (names + birth years) _____

All known **places of residence**, with *dates* (including towns + years from State and/or Commonwealth electoral rolls):

Patient's father _____ & his death date _____

Patient's mother (maiden name) _____ & her death date _____

Patient's siblings (name + birth yr) _____

Relatives in an asylum _____

Other information _____

* **Do you have** the patient's **DEATH CERTIFICATE?** (Circle whichever applies) NO YES (post a photocopy)

Apart from insanity files and Goodna Asylum case books, **many other record series** could also have useful details about a patient's time in the asylum. *If your deposit covers the cost*, I may be able to search for and copy those extra details.

* **What archival records¹ do you already have for the PATIENT?** Quote the full State Archives location number.

* **If you have any Qld State Archives records for the patient's RELATIVES, list them** on the back of this page.

¹ Eg, Justice Department inquest file; will/intestacy/probate file; Court, prison, police, hospital, divorce or Dunwich records; etc.