



GENERAL REGISTER OFFICE for SCOTLAND
information about Scotland's people



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GROUP EVENING VISITS TO NEW REGISTER HOUSE

- Evening visits can be booked so that organised groups can search in the records with some supervision and assistance from our staff. Visits take place between the hours of 18:45 and 21:15 any evening from Monday to Thursday or at other times by agreement with us if these hours are unsuitable.
- The price of £200 will be the same however many persons there are in your group, between the minimum of 8 and the maximum of 20, or £250 for 21-40 persons. At the time of payment you must supply a list of the names of all the members of your group.
- To ensure staff are available, you will need to pay us no later than one week before the visit, or we shall cancel your booking. You can pay by cash in person at our Public Counter, but please do not send cash through the post. You may pay by Maestro, Visa or MasterCard (details of requirements below) or by sterling cheque made payable to 'The Registrar General'. If you cancel the visit after paying you may not receive a full refund.
- To book an evening visit, please complete and return the form below or telephone 0131 314 4449/4450 for further information. (Business Hours 9.00 to 16.30 Monday - Friday).

 Date of Proposed Group Visit: 1st Choice 2nd Choice 3rd Choice

Name of Group: No in Group

Group Name Daytime telephone number as
 Leader Address contact point on day of visit

..... email address

Signature Date

Cardholder's Name: Cardholder's Signature:
 (as it appears on card)

Cardholder's Address:
 (if different from applicant)

Card Number:

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Security Code:

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 Start Date:/..... Expiry Date:/.....

MAESTRO TRANSACTIONS ONLY

Issue number on card:

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 Last 3 numbers if Maestro 19-digit card:

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