



ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF BRISBANE
Records and Archives Centre

REQUEST FOR COPY OF A FUNERAL RECORD

The staff of the Records and Archives Centre of the Diocese of Brisbane will attempt to process your request for research as soon as possible, except when staff are on leave.

For the issuing of a certificate, there is a charge of **\$22.00** [including GST] to cover the research and the administration involved. **If your request is urgent, please let us know at once** – note that **extra charges will be incurred**. This **total fee is \$44.00**. Your payment will be returned if there is a nil result.

Details for direct deposit of fee:

Account: **ANFIN Corp Synod of Brisbane** BSB: **704901** A/c No: **00001960**
 Please enter your own name and the number 1700 2201 as reference. Please also e-mail the Archivist (archives@anglicanbrisbane.org.au) giving your receipt details.

Details for payment by cheque or money order:

Payee: **Anglican Diocese of Brisbane** Address: **Records & Archives Office**
Anglican Diocese of Brisbane
GPO Box 421
Brisbane Qld 4001

The Records and Archives Centre reserves the right to withhold information protected by the Church's canons or State legislation. Your privacy will be protected.

Desley Soden, Diocesan Archivist (07) 3835 2212

Place of Funeral (Church/Parish/Town):

Full name of deceased:

Date of funeral (if known):

Date of death:

Reason for requiring certificate:

.....

Your contact details:

Name:

Postal Address:

.....

Telephone: Home Mobile:

Office Use Only

Request received	Cheque/MO Cash/DD	Fee Returned	Research Date/s	Certificate issued/receipt	Posted/Collected