

## SAG QUICK LOOK UP REQUEST

This is a Member Only Service

*If you live outside the metropolitan area you should continue to send your research requests direct to [research@sag.org.au](mailto:research@sag.org.au)*

Member Name:

Member No:

Member Address:

State:

Postcode:

Email:

Telephone/Mobile:

<p>Please provide a brief description of your research request and what you would like us to check on your behalf.</p>	
<p>Do you have the exact reference number from the library or MIDAS catalogue?</p>	
<p>Is this an item you've seen listed in a recent <i>Descent</i>? If yes give exact details (including the page number)</p>	
<p>Is there anything else you can tell us which might assist volunteers to check your request?</p>	

Date of Request:        /        /

**How the Look Up Service works:** This service is designed to help you by briefly checking a specific item held in the SAG collections, such as a parish register, family history or directory. Each enquiry will be dealt with by SAG volunteers in the order received, and as time allows. We expect the turn-around time to be 2-3 weeks and a brief response will be sent to the email address you have provided. A scanned image may be included if this is the quickest way to answer your request.

We may decide that the request is too broad and refer you to a list of Professional Genealogists who can assist you. The service is not intended to replace a personal visit to the library, where you will be able to undertake much more extensive research yourself and seek guidance from our volunteers.