



ARCHIVAL ENQUIRY FORM

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Office Use Only

Table with 2 columns: Application Type, Date Received, Date of Issue

APPLICANT DETAILS

Surname (block letters, please)

Forename(s)

Address

Grid for applicant details

Please specify the nature of your Archival Enquiry: (attach additional information if appropriate)

APPLICANT'S SIGNATURE: DATE: (Please Do Not Print)

Phone / Email / Fax (as appropriate):

Archival Enquiries may incur a search fee of €50, dependant upon the nature of the enquiry and the time involved. The University will advise you of any charges due and request payment details prior to proceeding with your request.

Methods of Payment

(Office Use Only - details to be obtained from applicant if payment is due)

1. Credit/Laser Card

Amount of payment: MasterCard Visa Laser

Card Number: Date of Expiry: (mmyy, e.g. 1108)

Name of Cardholder: (Block letters, please)

CARDHOLDER'S SIGNATURE: DATE:

2. Other Payment Methods

Amount of payment: Cash: Cheque/Other:

Cash is acceptable where payment is made in person only; otherwise by crossed cheque, bank draft, money order, postal order, international money order - payable to National University of Ireland and forwarded to the above address.

Note: cheques, bank drafts etc from outside Ireland should be in Euro and drawn against an Irish bank.

(Please do not staple cheques to the application form)