



**GOVERNMENT OF THE VIRGIN ISLANDS  
NATIONAL ARCHIVES & RECORDS MANAGEMENT SERVICE  
REFERENCE/RESEARCH QUERY FORM**

\*Full Name: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Phone No.: \_\_\_\_\_ \*\* Fax No.: \_\_\_\_\_

\*\*Postal Address: \_\_\_\_\_

\*\* Your signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Your question (Please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source already checked: \_\_\_\_\_

Level of Interest (Please tick one):  Private  Work Organisation

Timeliness (When needed by?) \_\_\_/\_\_\_/\_\_\_ (dd/mm/yyyy)

*Please note: This Unit cannot at this time undertake research for individuals except very quick reference type answers to queries. We can provide referrals and a list of local researchers upon request. \*Please use additional space on the back of this form if needed.*

**DOCUMENTS REQUEST**

	<b>AUTHOR</b>	<b>TITLE</b>	<b>VOL/NO</b>	<b>PUBLISHER/YEAR</b>
1)	.....	.....	.....	.....
2)	.....	.....	.....	.....
3)	.....	.....	.....	.....
4)	.....	.....	.....	.....
5)	.....	.....	.....	.....

*Please (✓) indicate format*

**Source of Material**

- |                               |                |                  |               |                       |
|-------------------------------|----------------|------------------|---------------|-----------------------|
| i) Book                       | ii) Article    | iii) Periodical  | iv) Newspaper | v) Colonial documents |
| vi) Reports                   | vii) Microfilm | viii) Microfiche | ix) Pictures  | x) CD's               |
| xi) Archives-manuscripts, etc |                | xii) other       |               |                       |

**Delivery Format preferred \_Email \_CD \_DVD \_Other**

*\*Please use additional space on the back of this form if needed.*

