



---

## USER GUIDE 7 FAMILY/LOCAL HISTORIANS DEEDS SERVICE

---

### **The West Riding Registry of Deeds search service**

If you cannot visit our Wakefield office in person, or simply have insufficient spare time to conduct research yourself, our experienced staff can search the deeds indexes, for family and local history purposes, on your behalf.

### **What is the Registry of Deeds?**

The Registry of Deeds was created to allow land holders to register deeds relating to their property. The Registry contains summaries of the full original deeds for properties located in the West Riding of Yorkshire. This covered an area that stretched from Sedbergh and Ripon in the north to Rotherham and Sheffield in the south and from Bowland in the west to Goole in the east.

If your ancestors owned freehold land in the West Riding, it is possible that they will appear in the Deeds Registry. There are 12,000 volumes of personal name indexes to the 7 million deeds registered during the period 1704 to 1970. However the purchaser's name is not included in the indexes up to 1763. The registered copies, known as 'memorials' provide the names of all the parties to the deed and the location of the land involved.

### **What do I need, to find a deed?**

You will need the address of the property, the approximate date of the transaction and the names of the parties (buyer/seller) involved at that time.

### **How much does it cost?**

#### Searches

- An initial index search of half an hour - £12
- Then in hourly blocks - £24 per hour

#### Copies

- Deed Research copies in black and white (plans not included) - £8
- Deed Office copies in black and white (plans included) - £40

### **How to pay**

Payment is made in advance, and cheques/postal orders should be made payable to Wakefield Metropolitan District Council.

Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

We can also accept credit/debit card payments using the following cards: Mastercard, Visa, Maestro, Switch/ Visa Debit or Solo. We regret we cannot offer a secure server service. Please do not send credit card details by e-mail.

### **Requesting a search**

- Please complete the Deeds Research Application Form on page 2 .
- It is important that the deeds research request is as clear and specific as possible regarding names, dates and places.
- If you have a number of requests please list them in order of priority.
- We can not guarantee that the information that you have requested will be found. The indexes searched will be listed and you will be informed of relevant references found.

# Deeds Research Application Form

Please complete this form in block capitals

## Your details

Name .....

Address .....

.....

Postcode ..... Daytime telephone .....

e-mail .....

## Length of search required

I would like you to undertake

half an hour of research on my behalf

please undertake a maximum of ..... hours of research on my behalf

## Details of deeds search required

Please provide clear and specific details of the search you require.

Both a search fee and a copy fee will be payable if you require a copy of the deed. If, however, we are unable to locate the deed requested a refund will be made of the copy fee.

## Details of deed

Names of parties (buyer/seller)	Date of deed/ document	Address of property

**If you have the deed registration details please complete the following:**

Just a copy fee will be payable

Names of parties (buyer/seller)	Year	Volume	Page	Number

**Any additional information**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Deed copy**

Type of copy required:

Research Copy   
Black and white copy with no plans supplied

Office Copy   
Any plan registered will be supplied in black and white

Continued overleaf

**Copyright**

Please note, deeds remain in copyright and a copy cannot be supplied to another person without our permission.

These copies are provided for your own private research, for a non-commercial purpose or private study and can not be used for legal purposes.

**Data protection**

West Yorkshire Archive Service collects your personal information in order to process your request and to compile anonymous statistical information about the use of our collections. We do not pass your details to any other organisation, although we may send you information about our own products and services which may be of interest to you. Please tick here if you do not wish to receive such information.

**Please sign and date**

Signature ..... Date .....

Please return this form to:

West Yorkshire Archive Service: Wakefield, Registry of Deeds, Newstead Road, Wakefield WF1 2DE

Telephone 01924 305980 Facsimile 01924 305983  
e-mail wakefield@wyjs.org.uk

---

For office use Search  Research  Office   
Cheque no. .... Amount .....

Receipt no. .... Date of payment .....

Date sent .....