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## **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 <a href="mailto:research@sag.org.au">research@sag.org.au</a>

Member Name:		Member No:
Member Address:		
	State:	Postcode:
Email:	Telephone/Mobile:	
Please provide a brief description of your research request and what you would like us to check on your behalf.		
Do you have the exact reference number from the library or MIDAS catalogue?		
Is this an item you've seen listed in a recent <i>Descent</i> ? If yes give exact details (including the page number)		
Is there anything else you can tell us which might assist volunteers to check your request?		
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.