

Instructions for Completing the Transcription Request Forms

These forms have been designed to provide a standard format for all requests. Please complete one form for each individual request. We do not expect you to be able to fill in every box, but the more information you can provide, the more likely it is that we will find the event or census entry you are looking for.

The first part of the forms cover your personal details. If we can contact you using email, it may speed up your request if we have any problems.

Births, Marriages or Deaths

The second part of this form is common to birth, marriage and death transcription requests. Note that if your request is for a death, then we can only provide details after 1855. If you know the exact date or at least the exact month or year of the event then please complete these boxes. If you know the approximate year, then we can search over a five-year span. Please give us the year you would like us to **start** this search from. If you know the parish or district then please fill in this box. Even if you do not know this, please give us an idea of the location if you can.

If you have used the Scots Origins web site to find the event you would like transcribed, then you will see that they use GROS codes in the last few columns in the index entry. These identify the exact entry in the registers. G1 is the parish or district code, G2 is the suffix for the code and is not always present. If the event is a post 1855 birth or marriage then G5 is the actual entry number. If it is a post 1855 death then G3 is the entry number. If the event is a birth or marriage prior to 1855 then you may find an entry in the "miscellaneous" column in Scots Origins. If that entry includes a frame number; "FR" followed by a number, then this indicates the actual frame on the microfilm so please provide this if you can.

If you have used the IGI to find the event, then please give us the batch number for the event as, again, this will help us narrow it down.

The third part covers details of the events. Please only complete one part – birth, marriage or death. We do not expect you to know all the details for this section, but anything you do know will help us to narrow down the particular event.

Census

Note that we only offer census transcriptions for the Lothians parishes that we have indexed or for the full Scottish census for 1881, 1891 and 1901.

It is always difficult to say how much information is required to trace someone in the census. If the person had an uncommon first name or surname, and a name index is available, then it may be possible to trace that person by their name alone. However, if they had a name like "John Robertson", then we will need much more information. At a minimum, for such a common name, we would need the parish, the approximate age and the names of some other family members. So please complete as much information as you can, to help us locate the correct person or family.