



# LJS Family History Services

## Client Research Questionnaire

To assist LJS Family History Services in providing accurate and tailored research, please complete the following questionnaire as fully as possible. The information you provide will help define the scope, focus, and objectives of your research project.

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### 1. Research Objectives

What information are you seeking, and for what purpose?

(e.g. family tree, heritage application, personal interest, publication, memorial project)



## **2. Services Required**

Which specific services would you like LJS Family History Services to provide?

(e.g. ancestral research, document verification, family tree compilation, narrative report)

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## **3. Level of Detail Required**

Please indicate the level of detail you require for your research.

Are you seeking:

- A simple pedigree focusing on direct ancestors only (parents, grandparents, greatgrandparents, etc.), or
- Research that includes extended family members such as siblings, aunts, uncles, and cousins?

Please also specify:

- How many generations you would like researched (if known), and
- Whether you require verification using official certificates only, or a visually presented family tree suitable for display or publication.



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#### **4. Existing Information and Documentation**

What documentation or information can you provide to assist with the research?

(e.g. certificates, family records, photographs, letters, oral histories, previous research)

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### **Key Considerations for Family History Research**

Effective family history research typically begins with gathering details from a grandparent's generation or another close ancestral generation. This includes full names (including maiden names where known), approximate dates of birth and death, and places of residence or origin.

Where civil registration records are available, the purchase of certificates (at an additional cost) will be required to verify names, dates, and family relationships, unless this information is already reliably documented. The cost of these certificates is not included in the research or package costs. Certificates obtained during the course of research remain the client's property upon completion of the project.



For periods prior to the introduction of civil registration (which varies by country and region), local church records often form the primary source of information. The quality, consistency, and detail of these records depend on the record-keeping practices of the time and place.

## **Civil Registration Records**

- Birth certificates generally record the names of both parents and may include additional information such as the parents' marriage details, the father's occupation, and other children of the marriage (depending on jurisdiction).
- Marriage certificates usually list the names, ages, and residences of the couple, along with the names of one or both parents.
- Death certificates record the date, place, and cause of death and the deceased's age. These records are often the least reliable, as the information depends on the knowledge of the informant.

Access to certificates and indexes varies by country due to privacy legislation. In Australia, access restrictions typically apply to:

- Birth records less than 100 years old
- Marriage records less than 75 years old
- Death records less than 50 years old

In such cases, in-person research at registry offices and proof of relationship may be required. In the United Kingdom (excluding the Republic of Ireland and Northern Ireland), indexes are generally more accessible, though access requirements vary by jurisdiction.

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## **Research Limitations and Disclaimer**

Every effort will be made to locate the information you are seeking. However, family history research outcomes cannot be guaranteed. Challenges may arise due to incomplete, inaccurate, lost, or destroyed historical records; inconsistent naming practices; gaps in available documentation; and difficulties in verifying oral histories or resolving conflicting sources.

Research fees are based on time spent, not on the outcome or quantity of information discovered.



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## **Fees and Charges**

LJS Family History Services offers tailored research packages designed to uncover your ancestral history with professional expertise and care.

Research is typically charged on an hourly basis. For larger projects, a fixed project fee may be arranged under a formal agreement.

While professional genealogical research can involve significant costs, various factors contribute to this. This article explains the process clearly and informatively:

“What Does It Cost to Do Family History Research?” (Family Tree Search Australia)

Please note that the cost of certificates, printing, and presentation materials is not included in the agreed research fee and will be billed separately.

### **Current Rates (as of 05/12/2025)**

- Research: \$55 per hour (minimum of 3 hours; discounts available for consecutive additional hours)
- Certificate costs: Vary by location • Printing: \$0.20 per page
- Photo digitisation:
  - \$2 per photo (minimum of 50 photos) ◦
  - \$3 per photo if labelling is required
- USB drive: Charged at cost

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If you would like this formatted as a downloadable PDF, I'm happy to help with that as well.