



Government of the Virgin Islands
National Archives & Records Management Service
Reference/Research Query Form

Instructions for Use

1. The Archives Query Form has been formatted as a PDF document that allows you to type in your information. To do this you will need the latest version of Acrobat Reader, which is a free download from <http://www.adobe.com/downloads/> . You may need to contact your system administrator.
2. Once you have opened the Query Form, click on the fields where you want to type and fill in the required information. Once completed, save the form to your desktop and email to us as an attachment. Send it to: nationalarchives_info@gov.vg

You may receive a message that you cannot save the information you've typed on the form. That's OK. Just close the message box and refer to Item 3 of these instructions. Do not type anything in the section "For Official Use Only".

3. If you cannot save the information you typed on the document, you will need to do one of the following, depending on how you wish to send us the form:
 - a. To **Fax** or **Mail** a hard copy to us, you can print your completed form and send it to:
 - Archives & Records Management Unit
Deputy Governor's Office
Government of the Virgin Islands
Road Town, Tortola
British Virgin Islands VG 1110
Fax: (284) 468-2582
 - b. To **save a copy electronically for email** do the following:
 - Click on "Tools" in the Menu Bar (Press F9 if it is not visible)
 - Choose "Select and Zoom" and then select the "Snapshot Tool"
 - Drag and select the *entire* form from top to bottom. Once you let go of the mouse button, a snapshot of what you've selected has been taken and is stored on your computer's clip board.
 - Open Microsoft Word or your word processing program and paste the image into a blank document. Be sure you can see the *entire* form and that nothing is cut off.
 - Save the document to your hard drive and email to:
nationalarchives_info@gov.vg



Government of the Virgin Islands
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Reference/Research Query Form

*Full Name: _____

*Email Address: _____

*Phone No.: _____ **Fax No.: _____

**Postal Address: _____

**Your signature: _____ *Date: _____

*Your question (*Please be specific*): _____

*Sources already checked: _____

Level of Interest (*Please tick one*): Private Work Organization

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.

For Official Use

Subject: _____

Sources searched: 1) _____ 2) _____

3) _____ 4) _____

Format: Pictures Documents Audio Recordings Video Film Artefact

Microfilm Other

Referral: _____

Request Filled: _____

Name of Officer: _____

Officer's Signature: _____ Date: _____

Telephone: (284) 494 3701 ext. 2365/2562/3044 • Direct Line: (284) 468 2365 • Facsimile: (284) 494 2582 • Website: www.dgo.gov.vg

*Required Fields

**Only required if submitting a hard copy