



HOW TO RESEARCH YOUR FAMILY HISTORY

(a guide prepared by Warrington Registration Service)

Register offices cannot undertake research work. Searches can only be carried out over a three year period of the date of the event, when *sufficient details* are supplied to them. It is, therefore, often easier and cheaper to consult other sources which are available and described overleaf.

By following these steps research does not always need to involve the purchase of unnecessary certificates:-

1. Gather together all the information you can from members of the family, e.g. names, addresses and dates. Any birth, marriage and death certificates, family bibles, newspaper cuttings and photographs (try to identify these on the back in pencil).
2. Interview (taking notes or tape recording) all relatives, especially the elderly.
3. Try to find graves and record the monumental inscriptions.
4. Always record every document researched, even if it does not provide information – this saves time later when you retrace your steps.
5. Read one of the many guides to family historians available at any library.
6. Visit the Local History Section of the library for the area concerned and ask the staff what resources are available.
7. Join your local Family History Society even if your ancestors may not be from that area.
8. Always work backwards from yourself, never from a presumed ancestor towards yourself. Record your own birth date, place, parents' names and mother's maiden name. Then go to your parents' marriage certificate, which will give their age, address at the time of the marriage and fathers' names. From this you will be able to determine their birth years and can work backwards to the next generation.
9. Before visiting a Record Office telephone for an appointment. You may need to use microfiche or microfilm machines, which need booking. When there, ask the staff what is available or consult their guide.

