



## Family History Enquiry Guidelines

The Society is pleased to try to help with your family history enquiry and, to help as much as we can, we ask that you follow the guidelines below:

1. Please email or write to us specifying the details of your enquiry, especially the information that you already know. If you are posting a written enquiry, please print names etc clearly to avoid misinterpretation. Telephone contacts are problematic as messages can become confused in translation so please use email or paper.
2. Family trees provide helpful information even if incomplete, so please include them. However, these should be supplied in text form e.g. an MS Word file, OpenOffice or a pdf; files generated from a Family Tree Program are very difficult for us to open as we don't use such programs.
3. Please ensure your tree includes all known dates and places of birth or baptism, marriage, and death or burial.; again, please print place names etc clearly if handwritten.
4. Please post written enquiries to the address at the bottom of the page, marking the envelope with 'Family History Enquiry'. If you are sending a letter, an SAE is welcome, particularly if it is the standard 220 x 120 mm size. Email enquiries should be mailed to the address at the bottom of the page.
5. You are asked to provide a £10 Sterling registration fee, preferably by cheque in the post. The money will be reinvested into the improvement of our services. Owing to prohibitive exchange rate charges, we cannot accept cheques in any other currency. If you have no £ Sterling bank account, we will let you know how to pay when we get your enquiry. In this case we will start helping you before you pay.

If we are unable to help you with your enquiry, we will return your cheque.

### General Information

We do not hold copies of registers (except in certain cases) or Census returns. What we do have is a very large collection of stray references, from the 16th century onwards. Our information covers the parishes of Badlesmere, Boughton-under-Blean, the Brents, Buckland-by-Faversham, Davington, Doddington, Dunkirk, Eastling, Faversham, Goodnestone-next-Faversham, Graveney, Hernhill, Leaveland, Luddenham, Lynsted, Newnham, Norton, Oare, Ospringe, Otterden, Preston-next-Faversham, Selling, Sheldwich, Stalisfield, Stone-by-Faversham, Teynham, Throwley and Wychling. We regret we cannot help with any other Kent parishes.

We may also be able to put you in touch with other enquirers who share your interest(s). For general information about the area, including history pages and many pictures, you may find it helpful to visit [www.faversham.org](http://www.faversham.org)

The Society is a registered Charity (no 1135262) run by 100% voluntary effort for the care and conservation of the area and its many treasures. If your local roots run deep, you may also want to think about joining it. Even if you do not live in the area, there is an informative monthly Newsletter which keeps you in touch and can be sent to you by email if you prefer. Enrolment forms are available on this site or by written request.