



Terms of Service

Adoption Research

It is the responsibility of the client to ensure that all previous research is communicated to me prior to beginning a search. I cannot be held responsible for any inaccuracies in the information supplied by the client.

Any start date cannot be fixed until receipt of the full research fee.

It is never possible to provide an absolute guarantee of success when tracing a living person. When the person sought cannot be located, then attempts will be made to find contact details for a close relative.

If I do not believe there is sufficient information for a successful trace, then I may decide not to accept a commission.

Fees and payment

A single payment of £250 is required in advance to carry out a search for a living individual. If the person sought is deceased, then another living relative will be traced at no further charge. If I am required to trace two people (e.g. both birth parents), the fee will be doubled.

The fee is fully inclusive of research time as well as out of pocket expenses such as certificates. In the unlikely event that specialist searches are required, such as employment of a researcher based overseas, the costs will be met by the client. Should this be necessary, any extra costs will be discussed with the client before any further work is carried out.

Payment can be made (in sterling only) via bank transfer, PayPal or cheque. Further details will be supplied on request. Bank transfer is the preferred method.

If paying by PayPal, please add £15 (making a total of £265) to cover the charges made by PayPal.

Any bank charges incurred by me on receipt of payment must be paid by the client before the final report is supplied.

Documents and copyright

Where documents are purchased as part of the search, they will be supplied to the client on the understanding that they are for personal use only and will not be used commercially, fraudulently or for other purposes.



Kathy Wilshaw
Genealogist

Confidentiality and Data Protection

All data relating to the client and their search will be held confidentially.

I abide by the AGRA Code of Conduct.

I am registered as a data controller with the Information Commissioner's Office for Data Protection under GDPR. The registration number is ZA077037.

I am enhanced DBS checked.

October 2018