



Ordering a copy

If ordering birth/baptism, marriage or burial certificates, please send an email to apac-enquiries@bl.uk including the Name, Date Shelf mark and Folio number of the person required for an official certificate.

Any other copies that you require can be ordered through our [on-line order form](#). Before filling the form in, please read this.

1. Ordering records with an IOR reference

Next to **Manuscript no or BL shelfmark** on the order form:

Enter 'IOR:' followed by the reference as far as 'f.' or 'p.' (for example, 'IOR:N/1/125' or 'IOR:L/MIL/9/123').

Next to **Pages/folio numbers required**:

Enter the reference from 'f.' or 'p' to the end (for example, 'ff. 324-36' or 'p. 326').

Next to **Title**:

Enter the name of the person whom the record is about (for example, 'Jane Smith').

Next to **Required Product**:

Enter the kind of copy you would like (for example, 'paper'). The order form lists the kinds available.

2. Ordering records from other sources

Look up the reference in [Sources](#). If the entry here includes a shelfmark, then:

Next to **Manuscript no or BL shelfmark**:

Enter the shelfmark (for example, OIR 026.954 or T12363)

Next to **Pages/folio numbers required**:

Enter the page number(s) from the reference (for example, p. 346)

Next to **Title**:

Enter the title as it appears in the list (for example, 'Asiatic Journal')

If the entry does not include a shelfmark, you cannot order a copy from that particular source on-line.

3. Where several sources are listed, order each one separately. Up to five orders may be placed at any one time.