

Please read carefully,

The index of the notes of enrolment registered in Gozo between 1859 and 1904 contains only the name and surname of the individuals, without any reference being made to other additional details¹ which may be mentioned in the note. Consequently, since the latter are compulsory criteria required for any search (used to determine whether a note should be included or otherwise), there is the possibility that notes referring to another person bearing the same name and surname as the one on whom the search is conducted who may not necessarily be the subject of the search are included.

This issue can be encountered rather frequently with the department being left with no alternative other than to issue these notes in order to prevent omission of notes as much as possible.

To reduce the amount of expenses calculated on the amount of notes given, one has the possibility to limit his/her search by:

- Ordering a search limited to a certain Locality/Localities;
- Ordering a search whereby notes containing a mother's name (maternity) differing to the one specified in the order are not given.

It should be noted that in these two particular cases, due to the limited parameters within which the search is conducted, the department cannot guarantee that there wouldn't be other notes referring to the individual.

The section of the Maltese Law regarding searches stipulates the maximum time periods within which a search is to be made available, that is:

- Wills: 7 working days²;
- New Search: 10 working days;
- Updates: 3 working days.

All the above-listed time periods shall commence from the working day following the receipt of the application³.

¹ Said details being: the birthplace, spouse name (if applicable), father's name and surname and the mother's name and maiden surname.

² Working day means Monday to Friday excluding Saturdays, Sundays and public holidays.

³ For example, when a new search is ordered on Thursday 3rd November, the order starts being processed on Friday 4th November and will be ready by 17th November.



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One can also make use of the Fast Track Facility whereby a search is issued within 3 working days from the order submission. In this instance, the total fee payable by the client will be double the amount attributed to normal searches.

Moreover, it should also be stated that a client can only request a cancellation within 24 hours from the submission time. Said request must be made in writing or sent via 'e-mail' and the department cannot be held responsible if on the other hand one wishes to inform about the eventual cancellation by phone. Furthermore, one should also point out that Fast Track Searches cannot be cancelled once they are submitted.

In case you need any clarification regarding these matters, you may ask any official at Front Office, Searches Unit.

Applicant Signature: _____

Date: _____

Jekk jogħġbok aqra sewwa,

L-indiċi tan-noti ta' Insinwa li ġew irregistrati Għawdex bejn l-1859 u l-1904 għandhom biss l-isem u l-kunjon tal-individwi, mingħajr ebda referenza għal dettalji¹ oħra li jista jkun hemm fin-nota. Għaldaqstant, peress li dawn tal-aħħar huma kriterji obbligatori f'kull riċerka (użati biex jiddeterminaw jekk nota għandhiex tkun inkluża jew le), hemm il-possibilità li jingħataw noti li jirreferu għal persuna oħra bl-istess isem u kunjom ta' dik li tkun qed issir ir-riċerka fuqha li mhux bilfors tkun is-suġġett tar-riċerka.

Il-kljient jista' jiltaqa' ma' din il-problema pjuttost ta' spiss u d-dipartiment ma jkollu ebda alternattiva ħlief li jagħti n-noti sabiex kemm jista' jkun jevita li tithalla xi nota barra.

Biex wieħed inaqqas l-ispejjeż li jiġu kkalkulati fuq in-noti li jinstabu, jista' jillimita r-riċerka billi:

- Jagħżel li jordna riċerka limitata għal Lokalita' waħda jew ċerti Lokalitajiet biss;
- Jagħżel li ma jingħathawlux noti fejn isem l-omm (il-maternita') ma jkunx jaqbel ma' dak mitlub.

Ta' min isemmi li f'dawn iż-żewġ każijiet, id-dipartiment ma' jistax jagħti garanzija li ma jkunx hemm noti oħra li jirreferu għal dak l-individwu peress li r-riċerka tkun giet limitata b'dan il-mod.

Is-sezzjoni tal-ligi ta' Malta li tirrigwarda r-riċerki tistipula perjodi massimi li fihom għandha titlesta r-riċerka, jiġifieri:

- Testmenti: 7 t'ijiem tax-xogħol²;
- Riċerka ġdida: 10 t'ijiem tax-xogħol;
- Aġġornamenti ta' riċerki eżistenti: 3 t'ijiem tax-xogħol.

It-termini elenkati hawn fuq għandhom jibdeu jgħoddu mill-ġurnata ta' xogħol ta' wara dik li fiha ssir l-applikazzjoni għar-riċerka³.

Irid jingħad illi wieħed jista' wkoll jagħmel użu mill-faciilita' ta' *Fast Track*, fejn jitlob li r-riċerka tkun lesta fi 3 ijiem tax-xogħol. Din it-tip ta' riċerka tiswa d-doppju ta' waħda normali.

¹ Dawn id-dettalji huma: il-post tat-twelid, l-isem tar-raġel/mara f'każ ta' persuna miżżewġa, l-isem u l-kunjom tal-missier, isem l-omm u kunjomha xebba.

² Ġurnata tax-xogħol tfisser mit-Tnejn sal-Ġimgħa esklużi s-Sibt, il-Ħadd u Festi Pubbliċi.

³ Pereżempju meta ordni għal riċerka ġdida ssir il-Ħamis, 3 ta' Novembru, dina r-riċerka tibda tiġi pproċessata l-Ġimgħa, 4 ta' Novembru u tkun lesta sal-Ħamis, 17 ta' Novembru.



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Irid jingħad ukoll illi klijent ma jistax jikkancella applikazzjoni aktar minn 24 siegħa wara li din tkun ġiet ordnata u dan irid isir bil-miktub jew permezz ta' 'e-mail'. Barraminhekk, id-dipartiment ma jistax jassumi responsabilità f'każ li r-rikjesta ta' kancellament issir b'mod telefoniku. Ta' min wieħed jirrimarka wkoll li ladarba tkun ordnata, riċerka Fast Track ma' tistax tiġi kkanċellata.

F'każ li tixtieq xi kjarifika dwar dawn il-punti, inti mitlub/a tistaqsi lil xi uffiċjal tal-Front Office, Taqsima tar-Riċerki.

Firma tal-applikant: _____

Data: _____