



## Trace request

Our Ref:

For internal use only

### > Your details

Your reference: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Details: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### > Service

Please tick which service you require (Please do NOT send any payment now, you will be invoiced if the trace is successful)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Desktop Trace  | } | Note, can take up to 7 working days                     |
| <input type="checkbox"/> Full Trace at £45 + VAT for a positive result          |   |   |
| <input type="checkbox"/> Trace & Asset search at £75 +VAT for a positive result | } | Note, traces can take up to 30 working days to complete |
| <input type="checkbox"/> Asset only at £60 + VAT                                |   |   |

### > Details of the subject to be traced

Please complete as much information as possible. Please use an additional sheet if necessary.

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (day/month/year)

Last known address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_

Employment details: \_\_\_\_\_

Any further details i.e. National Insurance Number, Vehicle Registration, Passport:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the debt subject to the Consumer Credit Act? Yes      No

Please state reason for trace (i.e. absconded tenant)  
 \_\_\_\_\_

### > Signed by/on behalf of Claimant/Claimant's Solicitors

By signing this authorisation you hereby agree to the terms and conditions as published on our website.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (day/month/year)

Complete this form and send to: email: [trace@thesheriffsoffice.com](mailto:trace@thesheriffsoffice.com) fax: 0333 003 5120