

ORDER FORM 1 LEGAL DEEDS CHARTER AND CHARGES 2025-2026

**West Riding Registry of Deeds User Charter for Legal Clients**

The West Riding Registry of Deeds consists of 13,000 volumes of registered memorials and copies of land transactions that took place within the county of the West Riding of Yorkshire between 1704 and September 1970.

To order a search for and/or a copy of a deed, please complete this form.

Please note:

1. Payment must be made in advance of work commencing on searches and copying.
2. Payment should be made by credit/debit card in person, online via the Wakefield Council website, by BACS or by cheque (details at end of form).
3. If you do not have the registration details [date, year, deeds volume, page] a search fee is payable per deed or per name of party in the transaction. The search fee is per deed searched or name of party if a specific deed is unknown, if this is the case the search fee covers up to 45 minutes search for a party name. Searches for more than one deed, or for multiple party names, will be treated as new searches.
4. Searches will be made within ten working days from receipt of order form and payment of order.
5. Copies of deeds will be despatched within ten working days from receipt of order form and payment of order.
6. When a search is undertaken and no reference is found to the relevant document and a copy fee has also been paid, the copy fee will be refunded. Search fees will not be refunded.
7. Where a Certified Copy has been requested any plans registered will be supplied in colour.

**West Riding Registry of Deeds Legal copies and Searches.**

Please complete this form in BLOCK CAPITALS.

**Your details**

The information supplied below will be used to send requested copies and correspondence.

Please include a contact name if you are completing the form on behalf of someone else.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone No. |  |
| Email Address |  |
| Contact Name  (if applicable) |  |
| Your reference  (if applicable) |  |

**If you have the registration details please complete the following:**

A copy fee will be payable per deed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name(s) of parties (buyer/seller)**  Please include first and last name(s). | **Year** | **Volume** | **Page** | **Number** |
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**If you do not have the registration details please complete the following:**

Both a search fee and copy fee will be payable per deed or name of party in the transaction. If we are unable to locate a deed a refund of the copy fee will be made. The search fee will not be refunded.

**Details of deed**

|  |  |  |
| --- | --- | --- |
| **Name(s) of parties (buyer/seller)**  Please include first and last name(s). | **Date of deed/ document** | **Address of property** |
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**Any additional information**

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**Deed copy**

Type of copy required (please check box):

Certified Copy Digital  **OR** Paper

Any plan registered for a certified copy will be supplied in colour.

**Copyright**

Deeds remain in copyright and cannot be supplied to another person. Please check with WYAS if you wish to share a copy of a deed for legal purposes.

**Data Protection**

West Yorkshire Archive Service collects your personal information in order to process your request and to compile anonymous statistical information about the use of our collections. We do not pass on your details to any other organisation.

Signature …………………………………… Date ………………………..

**West Riding Registry of Deeds Charges for Legal Use: Price List**

**Deed Search £77.00**

*A search fee covering per deed searched or a 45 minute search per name of party in the transaction of a deed is charged if no registration details are given.*

(Registration details are year, volume number, page number and deed number)

**Deed Certified Copy £90.00**

*Any plans registered will be supplied in colour. The copy will be certified as an accurate copy.*

Charges inclusive of VAT (Reg. no. 171 3131 04)

**Payment**

Payment can be made in person via credit/debit card or online via Wakefield Council's online payments system. If you wish to pay by BACS please contact us at [wakefield@wyjs.org.uk](mailto:wakefield@wyjs.org.uk) for a valid payment reference number. We can also accept cheques; please make cheques out to ‘Wakefield Metropolitan District Council’.

For Online payments:

* Go to the Wakefield Council website <https://www.wakefield.gov.uk/>
* Go to Pay a Council bill, then click on the Pay Online option [Wakefield MDC Online Payments](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=128&languageCode=EN&source=AIP)

• Select 'West Yorkshire Joint Services'

• Select ‘West Yorkshire Archive Service'

• Select 'Wakefield Office’

• Select 'Registry of Deeds Legal Service'

• Please enter your name, address and telephone number and the amount to be paid.

• Enter your email address to ensure you receive an electronic receipt.

* You will be prompted to go through to a secure payment page and asked to enter your card details.
* A receipt will automatically be sent to our inbox once the payment has been made. Please send us your form so we can match the payment to your order.

If you haven’t already returned this form to us, please do so now preferably as an attachment to an email sent to [wakefield@wyjs.org.uk](mailto:wakefield@wyjs.org.uk) .

Contact Details:

West Yorkshire Archive Service: Wakefield

West Yorkshire History Centre

127 Kirkgate

Wakefield

WF1 1JG

Website [www.wyjs.org.uk/archive-service/](https://www.wyjs.org.uk/archive-service/)

Telephone 0113 535 3040 E-mail [wakefield@wyjs.org.uk](mailto:wakefield@wyjs.org.uk)