



Founded 1987  
A MUTUAL  
SELF-HELP GROUP

# Name Index Search Service

incorporating the  
Len Metzner indexes

Service to members of the Society only

## The Name Index

The Name Index is a vast (currently about 500,000 entries) index of Germans who came to settle in the UK and their descendants. It has been built around a number of indexes produced over many years by our honorary member Len Metzner. Len has very kindly made those indexes available to the Society. The Society publishes a *Catalogue of Len Metzner Indexes* which lists the various sources included. The Name Index also includes a number of indexes contributed by other members.

The Index also includes Strays that are German names that members of the Society have come across during their own research and noted for inclusion in the Index. All members are encouraged to do the same and send any such strays to the Name Index officer on an A4 sheet. So, the next time that

you are in a record office or cemetery, think Strays! If you come across larger lists of Germans in the UK and are willing to copy and index them for inclusion in the Index, please first consult the Name Index officer to check it has not already been done and to ensure that the indexing format would be compatible.

Current members of the Society may apply for a search of the Name Index using the form in this leaflet. The Index will grow over the years and members, if unsuccessful the first time, are encouraged to apply regularly for a search.

It can often help, especially when the names are quite common, to include a covering letter indicating the period and where the individual is thought to have been living in the UK or in Germany.

# Cost of Service

The fee is £1.00 (£2.00 to members outside UK) for the first name searched and 25p for each additional name requested at the same time. Please make your cheque or postal order (sterling only) payable to 'Anglo-German FHS'. UK postage stamps (please use 1st or 2nd class large letter stamps wherever possible) or, from outside UK, International Reply Coupons (IRC) obtainable from most Post Offices worldwide – would be acceptable. If using IRCs, 5 are roughly equivalent to £2.00 and 1 each for each further 25p search. The Society also produces prepaid vouchers (available from our bookshop on [www.genfair.org](http://www.genfair.org) in £5.00 booklets – you can pay by credit card).

Search requests from members in the UK should also include a stamped, self-addressed envelope (4" by 9" or equivalent). Search requests from overseas do not need a *saec* as the postage is included in the higher fee.

Keep a copy of your request. The form will be returned with the result box in the shaded area ticked – the numbers correspond to the key on the back of the form. If requested, a replacement form will be sent with the search result.

In completing the Search Order Form, you should normally include both first names and surname. But note that Germans often had several first names when English people normally had one; it is safest to include all known first names. If you are searching for an individual in a particular period, eg late 19th century, especially if the surname is common, you should indicate this to avoid being sent details from other periods. The more details you send on the individual you are after, the more likely that the Officer can send you details of the right person. It will help if you write the relevant details in a covering letter. Please use capital letters for names as the Name Index Officer sometimes has difficulty with handwriting (including his own!).

It can often help, especially when the names are quite common, to include a covering letter indicating the period and where the individual is thought to have been living in the UK or in Germany.

Send the completed Search Order Form (opposite) with payment and *saec* to:

Name Index Officer  
Address on inside cover of current  
*Mitteilungsblatt*.

NB: Once a Search Order Form and payment have been sent, please allow 28 days for the information to be processed and returned.

The Name Index is an index to source documents that normally contain considerably more data than is in the Index itself. Where there are only a few entries for the names searched, full details will be sent. Where there is a large number, as sometimes happens in such a large database, you will be sent a print out from the index with a request to indicate which entry or entries are relevant. When an entry is identified, a photocopy of that particular data will be sent to you. If there are more than 5 entries, the Name Index Officer may ask for a further payment to cover photocopying, etc.

Arrangements can be made to print out all Index entries for a particular surname and variants (where obvious or indicated) but you should first write or e-mail for an estimate from the Name Index Officer. NB this cannot be done for very common surnames like Schmidt or Weber!

When you send in your Search Order Form, please include any Strays (see above) you have found and your completed Name Index Form (if you have not already done so). Please note that contributions to the Name Index should only include deceased persons.

# Search Order Form

Please allow 28 days for processing/reply

**Membership Number** \_\_\_\_\_

Applications without membership number cannot be processed

Your Name \_\_\_\_\_

**Please search for the following** (only one person/name per section):

Surname \_\_\_\_\_

First Name (must be completed)

**Result for above name:** 1  2  3  4  see over

Surname \_\_\_\_\_

First Name (must be completed)

**Result for above name:** 1  2  3  4  see over

Surname \_\_\_\_\_

First Name (must be completed)

**Result for above name:** 1  2  3  4  see over

Surname \_\_\_\_\_

First Name (must be completed)

**Result for above name:** 1  2  3  4  see over

Surname \_\_\_\_\_

First Name (must be completed)

**Result for above name:** 1  2  3  4  see over

Make cheque/postal order (sterling only) payable to **Anglo-German Family History Society** and send with order form to:

**Name Index Officer**

Address on inside cover of current *Mitteilungsblatt*

Please include at least a DL size (4" x 9") self-addressed envelope, plus stamp if from UK  
**This form will be returned with the result box in shaded area ticked, along with additional information, if appropriate. So please keep a copy of the 'key' on the back of this page.**

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# Key to Result Boxes

The boxes overleaf, when ticked, refer to the following:

- 1** The Name Index does **not** contain the name you requested. The Index will grow in size over the years and a further request is recommended at a later date.
- 2** The Name Index has been searched for the name you requested and a photocopy of the original information is enclosed.
- 3** A search of the Name Index has been carried out and a large number of your name of interest has been found. As the name is so well documented a print-out from the computer is attached giving all the names, with first name(s).

Please check the list and return to the Name Index Officer highlighting the names which are relevant to you. An additional fee may be required depending on how many of the entries you highlight.

If you require information on all the entries found, this can be provided, but an additional fee will be charged and will be advised before photocopying is carried out.

- 4** A search of the Name Index has been carried out and the name of interest found has been submitted by a member of the Society. A photocopy of the form he/she has completed is enclosed.

Should you require further information please contact the member direct. As the form contains only their membership number, their most recent known address has been added.

Please remember that some of the details may be old and the member may have moved from that address or could be deceased.

**Searches are only made for a name and not a specific person.**