

## GENERAL PRINCIPLES

Establish what work, if any, has been done already on the family.

Obtain as much information as possible from living members of the family.  
Keep clear records of information found, sources searched, etc.

Work backwards - from the known to the unknown.

Remember it is often necessary to make appointments to visit Record Offices, Libraries, Family History Centres etc.

## CIVIL REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES

Introduced into England and Wales on 1st July 1837.

Registration took place locally, information forwarded to London quarterly.

Full birth certificate gives : when and where born, name, sex, name of father, name of mother and her maiden surname, occupation of father, signature, description and residence of informant.

Marriage certificate gives : when and where married, names of both partners, their age, condition (e.g. spinster), occupation, residence at time of marriage, fathers' names and occupations, witnesses' names.

Death certificate gives : when and where died, name, sex, age, occupation, cause of death, signature, description and residence of informant.

The original registers cannot be seen. Information is only available in the form of a certificate which has to be purchased.

Bradford Registry of Births, Deaths and Marriages, 22 Manor Row, Bradford, BD1 4QR. (Personal visit or by post)

General Register Office, Smedley Hydro, Southport, Merseyside, PR8 2HH.  
(By post) If you can supply the references ie the volume and page numbers from the entry in the GRO the copies are cheaper.

A list of local register offices in England and Wales can be found at [www.genuki.org.uk/big/eng/RegOffice/](http://www.genuki.org.uk/big/eng/RegOffice/)

The General Register Office indexes from 1837 have been microfilmed, and some indexes are available locally:

Births, Marriages and Deaths 1837 - 1940  
Bradford Central Library, Prince's Way, Bradford, BD1 1NN

Births, Marriages and Deaths, 1837-2001, also overseas BMD to 1998  
Leeds Central Library, Calverley Street, Leeds, LS1 3AB.

Births, Marriages and Deaths, 1837 - 1960  
Calderdale Central Library, Northgate, Halifax, HX1 1UN

Births, Marriages and Deaths, 1837-1999  
Huddersfield Central Library, Princess Alexandra Walk, Hudds., HD1 2SU.

Births, Marriages and Deaths 1837-1880  
Wakefield Central Library, Balne Lane, Wakefield, WF2 0DQ

## CENSUS

Started in 1801, and taken every tenth year, but no details of individual people until 1841.

Confidential for 100 years; therefore 1901 is the latest census available for personal information.

Very useful in that birthplaces are given, and this can "bridge the gap" between Civil Registration and Parish Registers.

In 1841 gives name, age (but only to within 5 years for those over 15), occupation, whether born in county in which then living, or in Ireland, Scotland or abroad.

In 1851, 1861, 1871, 1881, 1891 and 1901 gives relationship to head of household (e.g. son, servant), condition (e.g. married, widow), age, occupation, birthplace, and in 1891 and 1901 only whether employer or employee.

Information in census returns is arranged by area and street, and not by name.

## CENSUS - Locations

Census returns 1841-1901 for England and Wales are at the Family Records Centre, Myddelton Place, Myddelton Street, Islington, London, EC1R 1UW

Copies 1841-1901 for Yorkshire are at Leeds Central Library.

Copies 1841-1881 for the West Riding are at Wakefield Headquarters Library, Balne Lane, Wakefield, WF2 ODQ.

Copies 1841-1901 for Bradford, Baildon, Bingley, Shipley and most of Calverley and Pudsey are in Bradford Central Library. For 1881 copies are available for English counties. The 1881 and 1901 censuses for England and Wales are searchable on the internet.

Copies 1841-1901 for Bingley and Keighley are at Keighley Library.  
(Name indexes for Keighley 1851-1891 can be consulted at Keighley Library).

Copies 1891, 1901 for Bingley are at Bingley Library.

Copies 1841-1901 for Ilkley and 1851-1901 for Addingham, Burley and Menston are at Ilkley Library.

Copies 1841-1901 for Shipley are at Shipley Library.

## CENSUS - Indexes

### Street Indexes

Numerous street indexes are available for the local area.

### Name Indexes

- 1841 Bradford and surrounding area - surname only.
- 1851 Bradford and surrounding area: cards arranged by head of household. Covers Allerton, Baildon, Bolton, Bowling, Bradford, Clayton, Cleckheaton, Denholme, Eccleshill, Heaton, Great & Little Horton, Idle, Low Moor, Manningham, North Bierley, Shipley, Thornton, Tong, Wibsey, Wilsden and Wyke.
- 1861 Name index (as below)

1871 Bradford and surrounding area: surname only. Covers Allerton, Bolton, Bowling, Bradford, Calverley, Clayton, Cleckheaton, Denholme, Drighlington, Eccleshill, Farsley, Heaton, Great & Little Horton, Hunsworth, Idle, Low Moor, Manningham, North Bierley, Pudsey, Shipley, Thornton, Tong, Wibsey, Wilsden and Wyke.

1881 Yorkshire also on the internet [www.familysearch.org](http://www.familysearch.org)  
1891 As for 1871  
1841-1881 Baildon : surname only.  
1851 Ilkley. (B 942 WHA)  
1841-1891 Queensbury.  
1841 Almondbury, Batley, Golcar and Huddersfield townships.  
1851 Huddersfield and townships in Kirklees Metropolitan District.

1851 Leeds and townships near Leeds. Covers Aberford, Armley, Austhorpe, Baildon, Bardsey, Barwick in Elmet, Batley, Beeston, Boston, Bramley, Calverley, Carlton, Chapel Allerton, Churwell, Clifford, Collingham, East Keswick, Esholt, Farnley, Farsley, Gildersome, Guiseley, Halton, Hawksworth, Headingley cum Burley, Holbeck, Horsforth, Hunslet, Kirkstall, Leeds, Morley, Potter Newton, Pudsey, Rawdon, Rothwell, Roundhay, Scarcroft, Seacroft, Shadwell, Stanningley, Thorner, Whitkirk and Yeadon.

1901 available on the internet [www.1901census.nationalarchives.gov.uk](http://www.1901census.nationalarchives.gov.uk)  
There is a small charge to view images of the census pages.  
Vouchers are on sale in the Local Studies Library.

## PARISH REGISTERS

Officially started in 1538, but in many places not until 1598 or later. They show baptism, marriage and burial, not birth and death.

The amount of detail varies considerably until the introduction of printed registers for marriages in 1754, and for baptisms and burials in 1813.

Many original registers have been deposited in Record Offices, such as West Yorkshire Archive Service : Bradford at 15 Canal Road, Bradford, BD1 4AT. Some are still in churches and chapels.

Some have been printed, in Yorkshire often by the Yorkshire Parish Register Society, now the Yorkshire Parish Register Section of the Yorkshire Archaeological Society. A list of register copies in Bradford Library is available.

- BORTHWICK INSTITUTE - A guide to parish records in the Borthwick Institute of Historical Research by CC Webb 1987. (H 929.34281).
- HUMPHERY-SMITH, C - The Phillimore atlas and index of parish registers. 2003. (H 929.341).
- WITHERS, COLIN BLANSHARD Yorkshire Parish Registers. 1998 (Y929.3WIT)
- WEST YORKSHIRE - Bradford Archives 1974 - 1995:  
ARCHIVE SERVICE an illustrated guide to Bradford District Archives, 1996. (H 025.171)
- WEST YORKSHIRE - Guide for family historians.  
ARCHIVE SERVICE New ed. 2001 (Includes non-conformist registers, and covers those at Bradford, Calderdale, Kirklees, Leeds and Wakefield offices). (H 929.34281).

### TRANSCRIPTS

From 1598 copies of registers had to be sent annually to the Diocesan Registry. At this time Bradford was in the Diocese of York, and the transcripts from 1600 to the mid 19th century (with many missing - especially in the first half of the 17th century) are at the Borthwick Institute of Historical Research, St. Anthony's Hall, Peasholme Green, York, YO1 2PW. Microfilm copies of the transcripts for places within Bradford Metropolitan District, except for those in the parish of Birstall, are in the Reference Library.

- BORTHWICK INSTITUTE - A handlist of parish register transcripts in the Borthwick Institute of Historical Research. 1976. (H 016.929342)
- LEEDS ARCHIVES - Bishops transcripts in Leeds Archives Department.
- WEST YORKSHIRE - Guide for family historians.  
RECORD OFFICE New ed. 2001 (Y 929.34281)

### MARRIAGE BONDS AND ALLEGATIONS

These were required when people married by licence rather than by banns. The licence would have been kept by the couple who were to marry, but the allegation, a statement made by the intending bride and groom, and the bond, assurances by bondsmen (usually friends or relatives), were kept at the Diocesan Registry.

Those for the Diocese of York, covering the years 1660 to 1950, are at the Borthwick Institute.

A series of volumes which index the Archbishop of York's Marriage Bonds and Allegations can be seen in the Local Studies Library (Y929.34281) also available

- NEWSOME, E.B. & W.R. - An index of marriage bonds and allegations in the Peculiar Jurisdiction of the Dean and Chapter of York 1613-1939. 1985. (Y 929.34281).

Some lists of Yorkshire marriage licences have been published:-

1567-1630	Yorkshire Archaeological Society Journal, in vols. 7-20 with an index in Yorkshire Arch. Soc. Extra Series Vol. 2.
1630-1644	Yorkshire Archaeological Society Record Series Vol.40
1660-1674	" " " Vol.43
1674-1714	" " " Vol.46

### NON-CONFORMIST REGISTERS

Some registers have been deposited in Record Offices and others are still in chapels.

Many non-parochial registers were collected nationally by the Registrar - General in 1840 and 1858 and are now at the Family Records Centre, Myddelton Place, Myddelton Street, Islington, London, EC1R 1UW. Microfilm copies of these deposited registers for most places within Bradford Metropolitan District are in the Local Studies Library. They are included in the library's list of parish register copies. Microfilm copies of these registers for the whole of Yorkshire are at Leeds Central Library.

## INTERNATIONAL GENEALOGICAL INDEX (I.G.I.)

This is an index, (compiled by the Church of Jesus Christ of Latter-Day Saints, or Mormons), which covers many baptisms and some marriages up to about the 1880s. Many of the entries are taken from published or microfilmed registers. The microfilm index is arranged by country, then by county, surname and Christian name.

The entries for England, Scotland, Wales, Ireland and the Channel Islands are in the Local Studies Library (1992 edition).

The I.G.I. is now available on the internet [www.familysearch.org](http://www.familysearch.org)

## MARRIAGE INDEXES

Boyd's Marriage Index contains entries for marriages in many parts of the country between 1538 and 1837, taken from parish registers which have been printed or copied. It is arranged by county, in 25 year periods. Within each 25 year period names, sometimes of men and women together, sometimes separately, and sometimes men only, are listed alphabetically, with the partner's name, the parish where the marriage took place, and the year.

The original is at the Society of Genealogists, Charterhouse Square, London, EC1M 7BA. Copies of the Yorkshire section, indexed under the man's name only, are at York Public Library, Museum Street, York, YO1 2DS and the Mormon Family History Centres at Huddersfield and Leeds.

MASSEY, R.W. - A list of parishes in Boyd's marriage index. 6th ed. 1987. (H 929.342).

Pallot's Marriage Index, Institute of Heraldic and Genealogical Studies indexes marriages and a very few births, principally in London, but also in other counties, between c1780 and c1837. It includes about 90 Yorkshire parishes. It can be consulted by post to Achievements Ltd, Northgate, Canterbury, Kent, CT1 1BA. A charge is made for each search.

GIBSON, J. S.W. - Marriage, census and other indexes for family historians. 5th ed. 1994. (H 929.341).

HUMPHERY-SMITH, C - The Phillimore atlas and index of parish registers. 2003. (H 929.341)  
(Lists many marriage indexes).

## MONUMENTAL INSCRIPTIONS

Copies of tombstone and monumental inscriptions, covering about 120 churches, chapels, graveyards and a few cemeteries in the Bradford area, were made by Mr Arthur Blackburn c1930, and are in the Local Studies Library on microfilm. Most individual volumes are indexed, and a cumulated index has been compiled. The library also has copies of inscriptions in some other graveyards within the district. A list is available.

The burial registers 1854 to 1958 of Undercliffe Cemetery, a private cemetery in Bradford, have been indexed and can be consulted at West Yorkshire Archive Service : Bradford.

A name index is available on microfilm in the library.

## WILLS

The proving of wills was an ecclesiastical responsibility until 10th January 1858 when it became a civil responsibility.

Most pre 1858 Yorkshire wills are at the Borthwick Institute of Historical Research, the chief exception being those from the Archdeaconry of Richmond (the western half of the North Riding and few parishes in the West Riding) formerly in the Diocese of Chester, which are at West Yorkshire Archive Service: Leeds, Sheepscar Library, Chapeltown Road, Leeds, LS7 3AP.

Indexes of wills from 1389 to 1688 at the Borthwick Institute have been printed in the Yorkshire Archaeological Society Record Series, Vols.4, 6, 11, 14, 19, 22, 24, 26, 28, 32, 35, 49, 60, 68 and 89. Manuscript indexes from 1689 to 1858 are available at the Borthwick Institute.

Wills proved at the Prerogative Court of Canterbury are at the Family Records Centre, Myddelton Place, Myddelton Street, Islington, London, EC1R 1UW.

CAMP, A.J. - Wills and their whereabouts. 4th ed. 1974. (H 929.3)

GIBSON, J.S.W. - Probate jurisdictions : where to look for wills. 4th ed. 1994. (H 929.341).

GIBSON, J.S.W. - Wills and where to find them. 1974. (H929.3)

SMITH, D.M. - A guide to the archive collections in the Borthwick Institute of Historical Research. 1973. (B 283).

CAMP, A.J. - An index to the wills proved in the Prerogative Court of Canterbury 1750-1800. 6 vols. (H 929.342).

An index to all Prerogative Court of Canterbury Wills 1384-1858 can be searched on line at [www.documemntsonline.nationalarchives.gov.uk](http://www.documemntsonline.nationalarchives.gov.uk) Copies can also be ordered from this site for a small fee.

From 11th January 1858 wills were proved at the appropriate District Probate Registry or at the Principal Probate Registry in London which also received copies of all wills proved locally. The District Probate Registry for the West Riding was at Wakefield until c1968 when it moved to Leeds.

Annual indexes to post 1858 wills of England and Wales are published, and those for 1858-1943 are now at the West Yorkshire Archive Service : Headquarters, Wakefield. Later indexes can be consulted at the Probate Registry, Leeds.

Copies of wills and letters of administration from 1858 are held by Probate Department. Principal Registry of the Family Division, First Avenue House, 42-49 High Holborn, London, W1V 6NP. (Personal visit or by post if date known).

York Probate Sub-Registry, 1<sup>st</sup> Floor, Castle Chambers, Clifford St., York, YO1 9RG (1858-1945. By post only).

Probate Registry, Coronet House, Queens Street, Leeds. (1946 onwards. Personal visit or by post only).

A directory of probate registries can be found at [www.courtservice.gov.uk/cms/3798.htm](http://www.courtservice.gov.uk/cms/3798.htm)

## ADMINISTRATIONS

If no will was left, letters of administration might have been granted. The bonds entered into by the administrators often still exist, and are usually to be found in the same places as wills.

## DIRECTORIES

These describe a place and list its principal inhabitants, their occupations, and frequently their addresses. They can be used, as can the Burgess Rolls, to ascertain some addresses at the time of the census. They often include the dates when churches and chapels were founded, and the administrative areas in which places were situated. There are various directories for Bradford, the clothing district or the West Riding from 1792. A list of those in the Local Studies Library is available.

## BURGESS ROLLS (later became Voters' Lists)

These annual publications list those who were eligible to vote in local elections from 1848 onwards, and in local and national elections from 1879 onwards. However, the registers in Bradford Library cover only those places which were within the Bradford Council boundary at the time:

1848 onwards	Bradford, Bowling, Great and Little Horton, Manningham
1873	Bolton
1882	Allerton, Heaton, Thornbury, Tyersal
1899	Eccleshill, Idle, North Bierley ( <i>i.e. Low Moor / Wibsey / Wyke areas</i> ), Thornton, Tong
1930	Clayton (gaps)
1937	Esholt.

Names are arranged alphabetically within wards (and polling districts) until 1883, thereafter in street order within each ward and polling district.

GIBSON, J.S.W. - Electoral registers since 1832, and Burgess Rolls. 2nd. ed. 1990. (H 929.341)

## NEWSPAPERS

There are a number of local and national newspapers in the Central Library, including the Bradford (later Yorkshire) Observer from 1834 to 1956, the Telegraph (and Argus) from 1868 to date, and the Times from 1785 to date. A list is available.

A card index to local death notices and obituaries which appeared in the Bradford Observer between 1834 and 1908 has been compiled; it also contains a few entries for earlier and later dates. From the early 1920s cuttings about local celebrities of all kinds have been taken from local newspapers. They are filed alphabetically by name in the Local Studies Library. There is a printed index to The Times.

GIBSON, J.S.W. - Local Newspapers 1750-1920, England and Wales : a select location list. 1987. (B 072).

BRITISH LIBRARY - Report of the Newsplan Project in Yorkshire and Humberside. 1990. (A list of Yorkshire and Humberside newspapers with locations) + Supplements. (Y 072 BRI).

A list of Yorkshire newspapers with locations can be found at [www.yli.org.uk/newsplan/index.htm](http://www.yli.org.uk/newsplan/index.htm)

## HERALDS' VISITATIONS

Pedigrees of armorial families were collected by heralds in the 16th and 17th centuries. Some of those which have been printed are in the Local Studies Library.

## APPRENTICES' INDENTURES

An index to apprentice indentures between 1710 and 1774 (apprentices' names) and 1710 and 1762 (masters' names) has been compiled for the Society of Genealogists, and a microfiche copy is available in the Local Studies Library. It excludes apprenticeships, such as those arranged by the poor law authorities or those between members of the same family, where no payment was involved.

## BIOGRAPHICAL LISTS

Many lists are available in the Central Library, such as the Dictionary of National Biography, J. Foster - Alumni Oxoniensis : the members of the University of Oxford between 1500-1886, and Army Lists from 1899.

## SPEIGHT COLLECTION

Material relating to about 150 Yorkshire families collected by Harry Speight, 1855-1915, local historian and genealogist. Mostly rough notes. Held by West Yorkshire Archive Service: Bradford. A list is available.

## DEEDS

Those relating to major property transactions in the West Riding from 1704 to 1970 were registered at the West Riding Registry of Deeds, and are now at West Yorkshire Archive Service : Headquarters, Wakefield.

NUSSEY, J.T.M. - The West Riding Registry of Deeds: an introductory guide. (H 025.171).

## LAND TAX

Many of the West Riding returns from 1781 to 1832 are at the West Yorkshire Archive Service : Headquarters, Wakefield.

GIBSON, J.S.W. - Land and window tax assessments. 1993. (H 336.22)

## DATES

Until 1st January 1752 the year began on 25th March, Ladyday, the last day of the year being 24th March. Thus 31st December 1683 was followed by 1st January 1683 ..... until 24th March 1683, then 25th March 1684.

## BRADFORD LIBRARIES

- Bradford : Reference Library, Central Library, Prince's Way,  
Bradford, BD1 1NN. Telephone 01274 -433661.
- Bingley : Myrtle Walk, Bingley, BD16 1AW.  
Telephone 01274 -438780.
- Ilkley : Station Road, Ilkley, LS29 8HA.  
Telephone 01943 - 436225.
- Keighley : Reference Library, North Street, Keighley, BD21 3SX.  
Telephone 01535 - 618215
- Shipley : 2 Wellcroft, Shipley, BD18 3QH.  
Telephone 01274 -437153.

Other leaflets produced by the Local Studies Service include:

2. The Local Collection. The Local Studies Service, Central Library: a guide to resources and services.
11. Oral History collection
23. Local newspapers
25. List of record searchers and local resources.
30. Parish and Nonconformist Registers.
32. Trade Directories of the Bradford area.

# TRACING YOUR FAMILY TREE