



High Court Solutions

EFFECTIVE IN ENFORCEMENT

TRACING INSTRUCTION FORM

Please return form to: High Court Solutions, CWG House, Market Rasen, Lincolnshire LN8 3HA
OR Email to: trace@highcourtsolutions.co.uk

Instructions for High Court Solutions to undertake a TRACE REQUEST		Our Ref:	
Your Details:			
Contact Name:		Client Reference:	
Company Name:			
Address:			
Postcode:			
Email Address:			
Telephone:			
Service Required:			[Please tick]
Address Trace Only	"no trace no fee" basis	<input type="checkbox"/> Yes	
Pre-Sue / In-depth Trace	Price to be confirmed depending on requirements	<input type="checkbox"/> Yes	
Details of the subject to be traced: Please complete as much information as possible. Use additional sheets if necessary.			
First Name:		Middle	
Surname:			
Any Alias Name Known:			
Date of Birth:		[Day/Month/Full Year]	Approx. Age if DoB unavailable
Last Known Address:			
Post Code:			
Email:			
Telephone No:		Mobile No:	
Employment Details if known:			
Employer Name:			
Employer Address:			
Postcode:			
Employer Tel:			
Any further details i.e. National Insurance Number, Vehicle Registration, Passport:			
Authorisation and Signature:			
By signing this authorisation you hereby agree to the terms and conditions as published on our website. Please note: payment of our successful tracing invoices are on strict 7 day payment terms. Please allow 28 days for our trace report.			
Print:		Signed:	
Date:			