



Certificated Bailiffs &
High Court Enforcement

LONDON
Solar House,
915 High Road,
North Finchley,
London,
N12 8QJ
Tel: 0203 2980201

NORTH WEST
Direct House
Greenwood Drive,
Manor Park,
Runcorn,
WA7 1UG
Tel: 01606 780510

MIDLANDS
Colmore Plaza,
20 Colmore Circus,
Queensway,
Birmingham,
B4 6AT
Tel: 0121 2792033

SCOTLAND
126 West Regent
Street
Glasgow
G2 2RQ
Tel: 0141 2832098

WALES
Sophia House,
28 Cathedral Road,
Cardiff
CF11 9LJP
Tel: 02920 538137

Instruction to Trace

Details of Person Requesting Trace

Your Name:*	
Contact Number:*	
Contact Email:*	
Address Line: 1*	
Address Line: 2	
Town / City:*	
Postcode:*	

Details of Person Being Traced

Reference No: (If applicable)	
Debtor's Full Name:*	
Date of Birth: (very helpful if available)	
Age Range:	
Alias(s):	
Last Known Address Line 1:*	
Address Line 2:	
Town / City:*	
Postcode:*	
Last Known Employment Details:*	
Landline:	
Mobile:	
Relations:*	
Additional Information:	
Date Instructed:*	

Print Name	
Signature	
Date	