

CROWN OFFICE PROCEDURE

DOCUMENT: Lord Privy Seal: The Right Honorable John Julian Baron Belsford

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|--|----------------|
| 1. Date of nominee's relinquishment of previous office where appropriate - consult relevant dept. N.B. Ecclesiastical, Academic appointments etc. | |
| 2. Instructions received from <u>No 10</u> | <u>11-1-88</u> |
| 3. Warrant sent to <u>[Ho] P. C. O. (special arrangement)</u> | <u>12-1-88</u> |
| 4. Warrant signed and received <u>from [Ho] P. C. O.</u> | <u>19-1-88</u> |
| 5. Letters Patent engrossed/typed on (small (loan
5a Artist (large (vellum ✓
5b Sent to artist (By Warrant
..... (By The Queen Herself
..... (By Royal Sign Manual
..... (By Counsellors of State | |
| 6. Warrant sent to L.C. for <u>Counter-signature</u> & "recepti"/counter-signature | <u>19-1-88</u> |
| 7. Warrant returned | ✓ |
| 8. Letters Patent dated <u>19 JAN 88</u> (great
..... (wafer sealed ✓
..... (c.o. | |
| 9. ~~Writ prepared dated~~ and wafer sealed | |
| 10. Letters Patent sent <u>in red pouch</u> to <u>LPS by hand</u> | <u>19-1-88</u> |
| 11. ~~Press Notice~~ | |
| 12. Gazette Notice sent by Crown Office | <u>19-1-88</u> |
| 13. ~~Fee~~ £ collected by | |
| 14. Patent Roll | ✓ |

RECORDS

- Docquet Book ✓
- ~~Presentations~~ Docquet Book
- ~~Cash Book~~
- ~~Privy Council List~~
- ~~General Election Writ~~
- Card Index B's & L's & C's ✓
- Reference Books Who's Who ✓
Vachers ✓

INFORMED

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