|  |  |  |
| --- | --- | --- |
|  | **ARCHIVE RESEARCH VISITOR FORM**  **For visits to the**  **Research Room** | **RES-112** |

1. *Please complete the following sections – information used by Archives Research*

|  |
| --- |
| **Preferred date(s) of Visit:**  *Please state some preferred dates on this completed form. Once a date has been confirmed, we will send a ‘Research Visitor Information’ pack to provide you with more details.* |

|  |
| --- |
| **Please give a brief description of the reason for your visit:** |

1. *Please provide the information below for each person in your party – information used by UKHO Security to book in your visit:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Visitor’s Details** | | | ***If not British please also provide:-*** | |
| **Title & Full Name** | **Company/**  **Organisation** | **Nationality** | **DOB** | **Passport Number** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transport Details** | | ***\*\* Vehicle registration details no longer required \*\**** | | | |
| **Visitor (continued from table above)** | **Mode of**  **Transport** |  |  |  |  |
| Visitor 1 |  |  |  |  |  |
| Visitor 2 |  |  |  |  |  |
| Visitor 3 |  |  |  |  |  |
| Visitor 4 |  |  |  |  |  |
| Visitor 5 |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Details**  *Please mark the appropriate box below to inform us if you intend to use a laptop/tablet or camera during your visit as prior approval is required from UKHO Security:-* | | | | |
| **Visitor (continued from table above)** | **Laptop/Tablet:** | **Camera:** | **Both:** | **Neither:** |
| Visitor 1 |  |  |  |  |
| Visitor 2 |  |  |  |  |
| Visitor 3 |  |  |  |  |
| Visitor 4 |  |  |  |  |
| Visitor 5 |  |  |  |  |