

Visitor Registration Form

Library & Archives membership number:.....

Library & Archives, Natural History Museum

Please note that access to the Library & Archives collections is conditional on you providing a photograph and proof of address (e.g. utility bill). This information must be renewed every 5 years if you wish to continue to access the collections.

Please complete in block capitals

1. **Dr, Prof., Mr, Mrs, Miss, Ms, Other**

2. **Surname**

3. **Forename**

4. **Address**

.....

.....

.....

5. **Current Institution**

6. **Phone Number**

7. **E-mail**

8. **Which of the following best describes the reason for your visit?**
(please tick one box)

A-Level Student Lecturer Picture Research

Undergraduate Author Private Research

Postgraduate Artist/Designer Commercial

Other (please specify)

Subject of research

.....

Documents supplied

Passport Utility bill Library card

Driving Licence Student card

Other (please specify)

Access for people with disabilities

Requirements of the Equality Act have been taken into account in the Library & Archives.

Please tick the box if you consider yourself disabled

Declaration

I declare that the information I have provided is true and I consent to its use as described below. I have read the Library & Archives Conditions of Use and accept the conditions applied. I understand that if I fail to observe these conditions my membership of the Library & Archives will be withdrawn.

Signature **Date**/...../.....
(Visitor)

Signature **Date**/...../.....
(Staff)

Renewal New member

Data Protection

The Natural History Museum will process your personal information in accordance with the Data Protection Act 1998. The information you supply will be used for reference purposes in order to help maintain the security of the collections and may be shared with law enforcement agencies. Copies of proof of address and identity will be retained for 5 years, at which point they will be securely destroyed.

From time to time we may send you information about our services. If you do **not** wish to be contacted in this way, please tick here

If you have any questions about the way your information is being handled, please contact the Data Protection Co-ordinator at dataprotection@nhm.ac.uk or visit the Information Charter page on the website (www.nhm.ac.uk/about-us/corporate-information/freedom-of-information/information-charter/index.html)

Acceptable forms of identity

Photographic ID:

- Passport
- Driving license
- National ID card
- Forces ID card
- University ID card
- National library card

Proof of your address:

All bills and statements must have been issued within the **last three months**.

Internet printouts and online statements are not acceptable.

- Utility bill
- Bank/building society statement
- Credit card statement
- Council tax bill
- Council payment book
- Council rent card or tenancy agreement
- HM Revenue and Customs statement
- Passports with address
- National ID card with address
- Driving licence with address
- University certificate for hall of residence (stamped and signed by institution)
- TV licence
- Home insurance policy
- Benefit agency book or original notification letter