

User card application

Contact details

Title and Name (e.g. Mrs Jane Smith, Dr David Green)	Title: Name:
Do you represent a society, group or institution?	Organisation: Position held:
Contact details (Please provide full address including country and postcode)	Address: Email: Telephone:

Personal details

Reason for visit (please tick one)	Access requirements	Age
Education ☐ Primary ☐ Secondary ☐ Tertiary ☐ Academic	☐ Hearing loop ☐ Visual aids - magnifying glass ☐ Group visits ☐ Other (specify)	☐ Under 16 ☐ 55-64 ☐ 16-24 ☐ 65-74 ☐ 25-34 ☐ 75+ ☐ 35-44 ☐ 45-54
Business ☐ Royal Mail ☐ Other (specify)	How did you hear about us? ☐ BPMA website ☐ BPMA leaflet ☐ Word of mouth ☐ Newspaper/Magazine ☐ Society Newsletter ☐ At an event ☐ Don't remember	Nationality
Philately ☐ Society Member ☐ Private		Occupation (if retired, please state previous occupation)
Personal/Leisure ☐ Family History ☐ Other (specify)		

Mailing List

☐

I would like to join the mailing list and receive information by post

☐

I would like to join the mailing list and receive information by email

I have read and agree to abide by the Search Room regulations.

Date

Signature

Data Protection Act 1998

The data collected in this form will only be used within The British Postal Museum & Archive, and will not be disclosed to any external sources.

Data will be retained for 10 years for security purposes

Staff use only

Type of ID	User card number
Entered onto CALM (please tick)	Staff signature

The Royal Mail Archive

Search Room Regulations

- Please be considerate of our staff and other users when in the Search Room;
- Please keep noise to an absolute minimum to avoid disturbing other researchers. Mobile phones must be switched off.
- Please follow the guidance of our staff in all archive matters. In particular
 - Please handle all records with utmost care
 - Please do not add or remove anything from any record. Records should be kept in their original order.
- Please leave your bag and coat in a locker in the Reception area;
- Please use a pencil or personal computer when taking notes
- Self-service copying is allowed from microfilm or microfiche. There is a charge of 25p per sheet. Visitors must complete a 'Request for Reprographic Services' form.
- We allow photography of documents. Please ask staff for a master copyright declaration
- Alternatively staff can carry out copying. Please ask.
- Last orders for documents must be handed to staff by 4.30pm, or 6.30pm on Thursdays.
- Please do not smoke anywhere in The Royal Mail Archive
- Please do not eat or drink in the Search Room – only in the Reception area
- Closed circuit television is in operation.