



## REGISTERING FOR A READER'S TICKET

An Archives Wales reader's ticket is required by the participating archives only if you wish to look at **original documents**. You do not need a reader's ticket to access reference books, online or microform resources in the archives. To obtain a reader's ticket you must bring **two** documents with you – one from list A to prove your identity and one from list B to prove your address.

### A. Proof of identity (must include a valid signature):

- Passport
- Driving licence
- Bank card
- Credit card
- Government / local council staff ID
- UK or other European Union national ID card
- Police / Customs / Home Office warrant card
- HM Forces ID card
- Sea/Air Master's licence
- NUJ pass

### B. Proof of address (internet printouts are not accepted):

- Driving licence with address
- TV licence
- Utility bill (issued within the last three months)
- Bank / building society statement (issued within the last three months)
- Credit card statement (issued within the last three months)
- Council tax bill / Council rent book
- HM Revenue and Customs statement
- Passports with address (where the address has been officially entered by the issuing authority)
- UK or other European Union national ID card with address
- Home Office permit to stay
- University certificate for hall of residence (stamped and signed by institution)
- UK Firearms licence
- Home insurance policy
- International student photo card

Please note that:

1. utility bills, bank / building society statements, credit card statements and HM Revenue and Customs statements cannot be older than three months to be acceptable proof of address.
2. documents such as a driving licence which feature on both lists A and B can be used *either* as proof of address *or* proof of identity but cannot be used as both.
3. a valid signed reader's ticket for the National Library of Wales, The National Archives, the British Library or London Metropolitan Archives is an acceptable substitute for the items on list A. You will still need to provide proof of address however.

If you are unable to produce any of these items, or if you do not have a fixed address, please speak to a member of Archive Service staff, who will help you find a way to use our service. However, we can't issue a ticket without adequate means of identification – we regret no exceptions can be made to this rule, in order to protect the integrity of the reader's ticket scheme.

### **Proof for students**

If you are aged 14 or over and still at school or college, should you not be able to provide the required documents for a ticket from the above lists, you can instead bring a letter on headed paper signed by your teacher or tutor, together with evidence of your identity which includes your name and a portrait photograph, such as a passport, Citizen Card or student card. There is a template available for the required letter from your teacher or tutor.

### **Renewals and lost cards**

Reader's tickets are valid for five years from the date of issue and can be renewed with production of proof of identity and address.

Lost, damaged or stolen tickets can be replaced upon production of proof of identity and address: however, the issuing office may make a charge for the replacement ticket.

**At the time of registering a photograph will also be taken and kept electronically as part of the proof of identity evidence. All personal data will be handled in accordance with the Data Protection Act 1998**



# READER'S REGISTRATION FORM

## FFURFLEN GOFRESTRU DARLLENWYR

Surname ..... Cyfenw

First name(s) ..... Enw(au) cyntaf

Title (choose one of the following) ..... Teitl (dewiswch un o'r canlynol)

Mr  Mrs  Miss  Ms

Dr  Rev/Parch.  Professor/Yr Athro

Other (please specify)  Arall (nodwch) .....

Address ..... Cyfeiriad

.....

.....

Post code ..... Côd post

Tel no ..... Rhif ffôn

E-mail (optional) ..... E-bost (opsiynol)

I agree to abide by the searchroom regulations of each of the participating archives which I visit. Rwy'n cytuno i ddilyn rheolau ystafell ymchwilio pob archifdy rwy'n ymweld ag ef.

I have read the Data Protection Act information provided overleaf. Rwyf wedi darllen gwybodaeth y Ddeddf Diogelu Data a ddarperir dros y ddalen.

Signature ..... Llofnod

Date ..... Dyddiad

Do you have any special access requirements which we should be aware of? Os gennych unrhyw ofynion mynediad arbennig y dylen fod yn ymwybodol ohonynt?

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Archives Wales would like to contact you occasionally by email with news about archives in Wales You can unsubscribe at any time. Tick this box if you would like to be contacted in this way.

Hoffai Archifau Cymru gysylltu â chi o dro i dro drwy e-bost gyda newyddion am archifau yng Nghymru. Gallwch ganslo eich tanysgrifiad ar unrhyw adeg. Os hoffech i ni gysylltu yn y modd yma, ticiwch y blwch.

## Data Protection Notice

We are required to provide you with this information to comply with current Data Protection legislation. It explains how we use your personal information supplied in the reader registration form.

### Data Protection Act 1998

The Archifau Cymru-Archives Wales reader's ticket data is held by all archive services participating in the scheme and processed by Swansea University on their behalf. Swansea University and all other parent authorities of participating archive services are registered for compliance under the Data Protection Act 1998.

All personal information supplied by you will be treated in confidence by us and used only in connection with the operation of the Archifau Cymru-Archives Wales reader's ticket scheme. Information will not be disclosed to any other body except where this is necessary to comply with the law or to protect the participating archive services from theft or fraud. A copy of this application form will be retained for five years after the expiry of your membership.

To help us plan for future improvements to our services, we will make use of data from operation of the reader's ticket scheme, in a manner which does not identify individuals, such as in the preparation of statistics on levels of use of archive services across Wales.

## Hysbysiad Diogelu Data

Mae'n ofynnol i ni roi'r wybodaeth yma i chi i gydymffurfio â deddfwriaeth Diogelu Data gyfredol. Mae'n esbonio sut yr ydym yn defnyddio eich gwybodaeth bersonol a roddwyd yn y ffurflen gofrestru darllenwyr.

### Deddf Diogelu Data 1998

Mae data tocyn darllenwyr Archifau Cymru-Archives Wales yn cael ei dal gan bob gwasanaeth archifau sy'n rhan o'r cynllun, a'i phrosesu gan Brifysgol Abertawe ar eu rhan hwy. Mae Prifysgol Abertawe a phob rhiant-awdurdod arall y gwasanaethau archifau sy'n cymryd rhan wedi'u cofrestru i gydymffurfio â Deddf Diogelu Data 1998.

Bydd yr holl wybodaeth bersonol a ddarperir gennych yn cael ei thrin yn gyfrinachol, ac ni chaiff ei ddefnyddio ond mewn cysylltiad â gweithredu cynllun tocyn darllenwyr Archifau Cymru-Archives Wales yn unig. Ni fydd gwybodaeth yn cael ei datgelu i unrhyw gorff arall oni bai bod hyn yn angenrheidiol i gydymffurfio â'r gyfraith neu i ddiogelu'r gwasanaethau archif sy'n cymryd rhan rhag lladrad neu dwyll. Bydd copi o'r ffurflen hon yn cael ei chadw am bum mlynedd wedi dyddiad terfyn eich aelodaeth.

I'n helpu ni i gynllunio gwelliannau i'n gwasanaethau ar gyfer y dyfodol, byddwn yn defnyddio data o'r cynllun tocyn darllenwyr mewn modd nad yw'n enwi unigolion, megis paratoi ystadegau ar lefelau defnydd gwasanaethau archifau ar draws Cymru.

### Office use only

### Defnydd swyddfa yn unig

ID shown / Dogfennau adnabod a ddangoswyd.....

Notes / Nodiadau.....

Date / Dyddiad ..... Ticket no. / Rhif tocyn .....

Expires / Dod i ben ..... Status / Statws: Lost / Ar goll   
Withdrawn / Canslwyd