REQUEST FOR USE

(Please fill in legibly)

1. First name and family name:
   Name of search service, if applicable:

2. a) Street and number:
   b) Zip/postal code:
   c) City, country:

3. Profession / occupation:

4. Nationality:

5. E-Mail:

6. Subject of use (please indicate the time frame):

7. Purpose of use:

   - Scientific:
     - Habilitation
     - Dissertation
     - Edition
     - Essay
     - Other scientific publication:
       - Master/Bachelor
       - State exam
       - Diploma
       - Seminar paper
     - Journalism:
       - Press
       - TV
       - Film
       - Illustrated book
       - Other:
     - Private (no publication):
       - Evidence
       - Genealogy
       - Local history
       - Term paper
       - Other:
     - Official:
       - Parliament
       - Court of law
       - Public authority
       - Other institution
     - History education:
       - Exhibition
       - Publication
       - Other

8. Client (name and address) if use is made not only for the user’s own purposes (clients of search services need to submit an additional request):

9. Name of lecturer / tutor in charge (if use is for examination papers):

10. Names and addresses of assistants:

11. I have already worked in the Federal Archives: yes ( ) no ( )
12. I agree to my subject of work and my name being made known to other users: yes ( ) no ( )
13. I would like to receive the quarterly newsletter of the Bundesarchiv by e-mail (in German):
    yes ( ) no ( )
14. I hereby acknowledge that my personal data contained in this request for use as well as information on the use and the documentation requested by me will be permanently stored in the Federal Archives database.

Please turn over
Statement of Obligations
in accordance with § 3 para. 3 of the Bundesarchiv-Benutzungsverordnung (BArchBV)
(Ordinance Governing the Use of Archival Documents at the German Federal Archives)

1. I have taken due note of the Federal Archives Act, the BArchBV, the Federal Archives Cost Regulations, the Reading Room Regulations and the Leaflet on the Privatisation of Reprographic Works, and I agree to observe the provisions contained therein.

2. I am aware that copyrights and privacy rights as well as legitimate interests of third persons may be affected through my searching of the description of material and my evaluation of archival documentation of the Federal Archives. I shall respect these rights, and I do acknowledge that I may be held responsible by third persons for any infringement of their rights. I hereby declare that the Federal Archives shall be released from any liability for any such infringement on my part.

3. I agree to handle archival material with due care in accordance with section 4 BArchBV (this passage to be deleted by clients of search services).

4. I am aware that copies of archival material may be passed on to third persons only with the consent of the Federal Archives. All other legal regulations remain unaffected. I agree not to use for my own purposes any copies of archival material that are used under a client’s power of attorney and on behalf of a client.

5. I agree to furnish a depository copy of any publication in which archival material of the German Federal Archives have been used, unrequestedly and at no cost.

Place                                          Date                                 Signature

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(Not to be filled in by the user)

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Request for Use No.: ...........................................

Reservation card for depository copy: yes ( ) no ( )

Federal Archives ...........................................

(Date) ...........................................................

(Reading Room Supervisor)

Use approved:

Scientific - Journalism - Private - Official
- History Education

Staff sections
lead management: participation:

User obligations in accordance with § 3 (2) BArchBV

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Anweisung für die archivarische Tätigkeit (5.2), Anlage 1
(Stand: 01.01.2020)