

CONDITIONS OF ACCESS

We are happy to assist you as far as possible with your research and welcome visitors by appointment. However, as this is the private archive of the Archbishop of Westminster, there is no automatic right of access to the collection.

In order to use the archives, you will need to register as a reader. Please bring two forms of identification:

- **Proof of name with signature** (e.g. a passport, credit or debit card or driver's licence)
- **Proof of address** (e.g. a utility bill, credit card or bank statement, tenancy agreement or insurance policy. Bills and statements must be three months old or less).

Observing the [Reading Room Regulations](#) is also a condition of access.

REPROGRAPHICS

Photocopying

- We do not allow photocopying for preservation reasons.

Digital copying and photography

- **Self service** - You may, with permission from search room staff, take your own digital images. There is a daily charge of **£5** for taking your own photographs.
- **Births, deaths and marriage entries** - We can supply you with a digital copy of any entry in the sacramental registers, provided that you provide us with an exact reference (i.e. name of church or parish, name of the person concerned and the date of the event). You will be charged **£5 per image**. This includes the cost of transmitting the image via e-mail. If you wish the images to be burned on to a CD, this will cost an additional **£5** on top of the total figure for the images. Fees are payable in advance.
- **Other archives** - Provided you have the exact reference to the document concerned, we can provide a digital image for you. Charges will be the same as for births, deaths and marriage entries.