

Planning your visit to the Record Office

What to bring with you

- CARN ticket or suitable identification showing name, address and signature – a driving licence or a bankcard and a utility bill.
- Notebooks
- A couple of pencils – no pens!
- Research material you have already gathered, notes, certificates, computer printouts etc.
- Digital camera if you have one – we are not always able to photocopy items but you may be able to take a photograph with the permission of the Duty Archivist as long as the flash is off. **There is a charge for taking photographs in the searchroom. Daily permit - £7.50; Weekly permit - £10.00; Yearly permit £60.00.** You will need to sign a form for this so please ask at the desk before taking any photographs.
- Laptop computer if you wish. **There is a charge for attaching your laptop to the mains supply. Daily permit - £2.00; Weekly permit - £5.00; Yearly permit £25.00.** You may also need to use one of our circuit breakers. Please ask at Reception before you enter the searchroom. WiFi is available in the searchroom, please ask staff for details.
- Change – for use on the reader printer if you are likely to be printing from microfilms, and for drinks and snacks in our reader's tea room

Before you come to visit

- Check that we are open – we are always closed on Mondays, Tuesdays and public holidays. See our [website](#) for updates
- If you have emailed us with a question, check the response and bring a copy of it with you, especially if our email contains reference numbers for documents you wish to look at
- Check alternative local parking. The record office has a very small car park for users, and this fills up very quickly. Two disabled spaces are available which can be booked in advance

Important information

- Admission to the record office is free
- No bags or coats are allowed in the searchroom, we have free lockers in which to put your valuables. You can borrow a clear plastic wallet or a tray from reception to carry your folders, laptop and other essential items into the searchroom
- Staff are not able to undertake research for you although we do have an in-house [research service](#).
- We do not hold birth, marriage and death certificates. If you would like a copy of one of these, you will need to contact the local [registry office](#)
- You can order up to three documents in advance of the day you visit if you have a CARN ticket. Please submit your order by 8am the day before your visit. An additional six documents can be ordered at a cost of £10 (£5 for the first additional documents, £1 for each subsequent document). Please include your name, CARN number, the document references and a contact number in your order.
- You may be able to book a [volunteer](#) to help you with basic family history research and online resources. Please ask at reception or telephone in advance to check availability.

