

Readers Tickets

In order to protect documents, you must have a reader's ticket to be able to see all documents at any of the County Archive Research Network. Authorised researchers' details are kept centrally.

The following conditions may be different from other counties.

How do I get a ticket?

Complete a simple form at the records office with your name, address, phone number and signature, and show one or more of these documents in order to confirm your name, address and signature:

- driving license
- UB40 form
- Post Office savings book
- AA/RAC membership card
- bank / credit card
- pension / benefits book
- bank statement / building society book
- passport
- gas, electricity or phone bill

You will get the ticket immediately and it is free of charge. It will be valid for 4 years.

How do I use the ticket?

You should fill in the register as you come into the office, giving your ticket number. Your signature will be confirmed and your ticket kept behind the counter until the documents are returned and checked. Allow plenty of time.

What can I see without a ticket?

Everything on open shelves, microfilm and microfiche, and ordnance survey maps (6 and 25 inches).

You can complete a temporary registration form to be able to see newspapers. This will be valid for 1 day and in Gwynedd only.

What about foreign visitors?

They will need to show evidence that proves their identity and permanent address. We also ask for their temporary address and their likely leaving date.

What about school pupils?

Pupils can complete a special form and get their school to certify and stamp it. More details: (01286) 679091 / AddysgArchifauacAmgueddfeydd@gwynedd.gov.uk

What if the ticket is lost or stolen?

Let us know immediately; the ticket is important and you could be held responsible for any misuse. Your ticket should only be used by you.