Tate Library & Archive Registration Form

Surname/Family name

First name
Middle names

Permanent home address
(not a temporary address in the UK or elsewhere)

If you are applying as a SCONUL Access user (Band A only) please also provide the name of your institution.

Email address

Contact telephone number(s)

How did you hear about the Tate Library & Archive?
During a visit to Tate
From an internet search
The National Archives
Tate Etc
COPAC

What description best applies to you?
Artist
Curator
Lecturer
PhD
School Teacher
Student BA
Student MA
Commercial Researcher
Private Researcher

I have read and agree to abide by all the regulations of the Tate Library and Archive. I undertake to obtain the copyright holder’s permission for the publication or reproduction of all materials, published or unpublished. I will ensure that any information obtained relating to living persons is used in accordance with the principles of the Data Protection Act 2018.

Signature: ________________________________________________________________________ Date: __________

Information provided by you on this form will be processed on behalf of the Board of Trustees of the Tate Gallery solely for the purpose of facilitating your membership of the Tate Library and Archive and will not be passed on to other organisations. A copy of this form will be retained for a year after the expiry of membership.

For Staff use only: all documents must be originals; printouts or photocopies will not be accepted; ** must be dated within the last 3 months

ID (please tick)
Passport
British Library Reader's Ticket
Photographic student ID card
Photographic workplace ID card
Blue Badge parking permit
National ID card*
Driver's licence (photo)*

Proof of home address (please tick)
Utility Bill **
Bank Statement / Credit Card Statement **
Council Tax Bill **
HM Revenue Statement
State Pension Book
Uni cert. for accommodation (stamped)
National ID card (*not as both ID & Address)
Driver's licence (*not as both ID & Address)

Proof of home address: other ID – must only be from the list on the back of this form; please write here: ________________________________________________________________

Checked by: ___________________________ Date: ________________

Circle as appropriate: RENEWAL SCONUL - BAND A

official SCONUL authorisation email plus in-date institution ID must be shown
Tate Library and Archive: registration information

- Registration is completed on your first visit, not in advance
- You will be photographed for our membership database; this is to identify you on future visits
- Membership is for one year, renewable
- Advanced appointments are always required to see items from the Archive, Library Special Collections, and Public Records – please email: reading.rooms@tate.org.uk

Registration gives access to the main Library collection, and Archive, Library Special Collections and Public Records.

- You must bring photographic ID and a separate document showing proof of your permanent home address; only the document types listed below are accepted.
- *These documents can only be used as either proof of address or proof of identity; not for both. Some driving licences and national identity cards do not show your address; we cannot accept these as proof of address.

Photographic ID
These must be original documents
- passport
- national identity card*
- photographic driver's licence*
- British Library reader's ticket
- photographic student identity card
- photographic workplace identity card
- Blue Badge parking permit
- Freedom Pass photo card

Proof of permanent home address
You must provide an original document or printout, or show us your online proof of address via your own device (smartphone, tablet or laptop). An online proof of address must have been provided to you in this format by the issuing body or organisation.

- utility bill (gas, electricity, telephone, water) **
- bank / building society statement **
- credit card statement **
  ** These documents must be dated within the last three months (whether online or hardcopy)
- council tax bill / council rent book
- state pension book
- national identity card with address*
- driver’s licence with address*
- university certificate for hall of residence (stamped and signed by institution)
- home office permit to stay
- TV licence
- home insurance policy
- pay slips (where employer’s and employee’s addresses are stated)
- student loans company LEA/SAAS award letter
- NHS health card
- Pension / Benefit Agency / Family credit letter statement
- tenancy agreement

June 2019