

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):
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9. Name of lecturer / tutor in charge (if use is for examination papers):
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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. Scan the QR code to sign up for the quarterly newsletter of the Federal Archives:



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.

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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 Special Cost Regulation of the Federal Government Commissioner for Culture and the Media (BKMBGebV), the Reading Room Regulations, 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 or be made available to third parties or be published only with the consent of the Federal Archives. The Federal Archives' consent has to be applied for in written form. For making available copies of archival material publicly on the internet, particularly on Social Media such as Facebook, Twitter, YouTube, or Instagram, a separate application has to be submitted in written form.
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

.....
Signature(s)
of assistant (s)

(Not to be filled in by the user)

<p><i>File no.:</i></p> <p><i>Request for Use No.:</i></p> <p><i>Reservation card for depository copy:</i> yes () no ()</p> <p><i>Federal Archives</i> (Date)</p> <p style="text-align: center;">(Reading Room Supervisor)</p>	<p><i>Use approved:</i></p> <p><i>Scientific - Journalism - Private - Official</i> <i>- History Education</i></p> <p><i>Staff sections lead management:</i> <i>participation:</i></p> <p><i>User obligations in accordance with § 3 (2) BArchBV</i></p> <p>.....</p> <p>.....</p>
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