

WEST YORKSHIRE ARCHIVE SERVICE

We are now members of the **County Archive Research Network (CARN)** readers' ticket scheme. Please bring your CARN readers' ticket with you when you visit. If you do not have a ticket please bring official proof of ID which includes your name, address and signature.

What is CARN?

CARN is a national scheme to provide readers tickets for local authority archive services in England and Wales. Tickets are valid for 4 years and can be used at any of the 70 archive services that are part of the scheme.

Why do I need a reader's ticket?

We have introduced this scheme to provide greater security for the documents in our care. It will ensure that we have accurate, up to date information about our visitors.

How do I get a reader's ticket?

You will need to complete a Registration form and provide official proof of name, address and signature.

What forms of identity will I need?

They must include your name, address and signature. One or more of the documents listed below can be used e.g.
a utility bill (for address) with a passport (for signature)

Driving licence

Building society passbook, post office savings book or recent bank statement

Pension book

Medical card

Disabled person's registration

Recent council tax or utility bill

Current benefit book

UB40 (or equivalent)

Official letter

Passport (proof of signature only)

Cheque guarantee card (proof of signature only)

Official I.D. card with address and signature

I already have a CARN ticket issued by another office do I need to bring anything else?

If you have an up to date ticket you do not need to bring any other form of identity.