

Application for research request at the International Tracing Service (* mandatory fields)

1. Reason of the research request *

- official scholarly preparing lessons
 family history local history personal juridical matters
 other: _____

For paper or thesis *

- does not apply post-doctoral thesis doctoral thesis
 magister artium thesis state exam diploma or bachelor of arts
 other: _____

2. Publication/Evaluation

Publication in the form of *

- no publication planned monograph/essay lecture or talk exhibition
 documentation (i.e. reproduction or oral recording of archives)
 other: _____

Place and presumable date of the planned publication:

3. Subject of research *

Subject: _____

4. Reference number

If you already had contact with ITS relating to your request, please quote the reference number here: _____

5. Details on the applicant

First name: * _____ Family name: * _____

Organisation (e.g. university, memorial): _____

Street and house number: * _____

ZIP code: * _____ Country: * _____

Federal state: * _____ Email: * _____

Phone: _____ Nationality: * _____

Profession/research qualification: _____

Temporary address: _____

Have you been in contact with ITS earlier?

yes no

Have you already looked into documents at ITS earlier?

yes no

Have you applied for shortening the closure periods?

yes no

Do you agree that your address be passed on to users of the archives occupying themselves with related research subjects?

yes no

6. Statement *

I agree with the access rules for using the archives.

Handling reproductions

Photocopies and other reproductions of archival material are individual working documents. They must neither be given to third persons nor copied or published. If you nevertheless plan to disseminate, photocopy or publish them, it is imperative to apply for ITS's respective approval. This approval can be dispensed with if the information is passed on within a group of persons making joint use of the archives and a permission to use the archives has been given to every group member.

Using the findings from the archives, I undertake to protect the **rights and interests worthy of protection** of persons and the rights of use regarding the reproductions of archives and any pertinent violation.

I also undertake to hand in **a free spare copy** of all printed publications that have been produced using, to a considerable portion, ITS archives.

I agree with it I **don't** agree with it

Date: * _____

Signature of the applicant: * _____