



## COUNTY ARCHIVE RESEARCH NETWORK

GMCRO operates the national CARN readers' ticket system.

- This is a nationally recognised system of reader's tickets for local authority record offices, introduced to ensure that the users of irreplaceable records deposited in record offices can be identified in the unlikely event of documents being stolen or misused. The system proved its worth when it became necessary to trace a user who was systematically stealing photographs of school girls. By providing additional security for the archives deposited in the record office, the system also gives protection to the great majority of users who are sympathetic and law-abiding.
- We generally issue tickets on the second visit to GMCRO; on the first you will be asked to sign a temporary, one-dayticket.
- With your ticket you receive a list of the record offices where you will be required to produce a CARN ticket.
- You will also receive a list of the *Guidelines to users of GMCRO*, by which we ask you to respect the uniqueness of the documents in our custody, and the comfort and convenience of other readers.

**TO OBTAIN A CARN TICKET** you must produce evidence of your name and current address, with a signature. You should also provide a passport size photograph.

### **WHAT KINDS OF IDENTIFICATION ARE ACCEPTABLE ?**

Where the document produced does not have either an address or signature, two documents may be taken together to give the required information.

- ◆ driving licence
- ◆ vehicle registration documents
- ◆ benefit books
- ◆ UB 40
- ◆ disabled person's registration
- ◆ bank, building society and post office savings books (with address)
- ◆ bank statement
- ◆ recent (ie within six weeks) bills or official, typed letters including correspondence with the record office
- ◆ official ID cards with an indication of where the person may be contacted
- ◆ credit cards with signature

**PLEASE UNDERSTAND THAT THIS IS A NATIONAL SYSTEM, WHICH WAS ESTABLISHED FOR YOUR BENEFIT**