

## **1. I have never been to the National Archives before, what do I do?**

On your first visit to the National Archives you must apply for a Reader's Ticket. To obtain a Reader's Ticket, you will need to bring valid photographic identification, such as a **passport or drivers' licence**, and proof of your permanent address, such as a recent utility bill or travel documents. The Reader's Ticket is valid for 3 years and must be produced **each time** you visit the National Archives. If you do not have the correct identification and proof of address you will not be admitted to the Reading Room.

Readers' tickets will not be issued between 13:00 and 14:00.

**Readers who hold an up to date ticket but arrive without it can obtain a duplicate if (i) they again produce the above-specified types of identification and (ii) pay a fee of €5.** Further details are available at the following link: [Reader's tickets](#)

## **2. Where is the National Archives located?**

The National Archives is situated on Bishop Street in Dublin 8. It is located beside the Dublin Institute of Technology (DIT) on Aungier Street and Kevin Street Garda Station. See [map](#)

## **3. What are the opening hours?**

The National Archives is open Monday to Friday from 9:15 until 17:00. We do not close for lunch but records or microfilms will not be produced between 12:15 and 13:30. Records and microfilms will not be produced after 16:00. The National Archives **does not** open late in the evening or at weekends.

## **4. Is there a charge and do I need to book?**

No. There is no charge for consulting records. Researchers will be charged for copies of archives made by staff or for print-out copies from microfilm readers. It is not necessary to book in advance. Some records are stored offsite and will not be accessible on the day of your visit.

## **5. Is there a carpark and restaurant facilities?**

No. Researchers must use public parking. There is no facility for purchasing food or hot drinks, although there is a vending machine in the public locker room. There is a wide variety of cafés and restaurants within easy walking distance of the National Archives.

## **6. On what days during 2017 will the National Archives be closed?**

The Reading Room will be closed on public holidays and for 3 days during early December 2015. A full list of these closure dates is available at the following link: [Reading Room Closures 2017](#)

**Advance notice will be given on the website of any additional closures authorised by the Director of the National Archives.**

## **7. What records will I find in the National Archives?**

The National Archives holds records of Government Departments and agencies that are more than 30 years old, court records (including wills), census records, business

and solicitors' records mainly dating from the 19<sup>th</sup> and early 20<sup>th</sup> centuries and private collections, including a number of landed estate collections. Further details on some of our most popular collections are available at the following link: [Archives held in the National Archives](#)

#### **8. Can I get copies of records?**

Yes, copies of records can be ordered. Details of fees and copying services are available at the following link: [Copying Services](#)

#### **9. Can I take photographs?**

Digital photography is permitted under certain conditions. To obtain permission to take digital photographs you must speak to the Archivist on duty in the Reading Room. Tripods and scanning equipment **are not** permitted.

#### **10. Can I pay for copies of records using credit/debit cards?**

Payment by credit and debit card can be accepted in person in the Reading Room. Payment will not be accepted over the telephone. Payment by post can be made by cheque or postal order or international money order made payable to the National Archives.

#### **11. Can I order records in advance of my visit?**

Yes, if you hold a valid reader's ticket. Advanced orders can be made by email ([advanceorders@nationalarchives.ie](mailto:advanceorders@nationalarchives.ie)) 3 working days prior to your visit **where the correct reference code for the record is known. A maximum of 6 items held off-site can be ordered in advance.**

#### **12. Are all catalogues online?**

No. Not all catalogues are available online, but catalogues to most departmental records and testamentary material can be searched in the [Search the Archives](#) section of the website.

#### **13. Can I access records online?**

Most material is only available in person in the Reading Room of the National Archives. There are a small number of collections, mainly relating to the study of family history, including the 1901 and 1911 census, available on the website at the following link: [Genealogy Website](#)

#### **14. Can someone help me with my family history?**

The National Archives provides a free professional [Genealogy Service](#) Monday to Friday from 9.15 to 17.00, with a half hour closure for lunch between 13.30 and 14.00. The Genealogist can provide advice on how to trace your family tree while general advice on collections is available from the Archivist on duty in the Reading Room. No prior booking with the genealogist is possible.

#### **15. What is the difference between a will with a grant of probate and a grant of administration?**

A will is a document demonstrating the wishes of the deceased individual. Where a person with assets, such as land or property or possessions, dies intestate or without a will, applications are made to the High Court to obtain a grant of administration in order to fulfil legal requirements such as those set out in the laws of succession. A grant of probate or a grant of administration can only be issued where a person has died. Further information is available at the following link: [Testamentary records](#)

**16. Does the National Archives hold copies of births, deaths and marriage certificates?**

No. Births, deaths and marriage certificates are held by the [General Register Office](#), Werburgh Street, Dublin 8.

**17. Does the National Archives hold Catholic parish registers?**

No. Catholic parish registers are held on microfilm in the [National Library of Ireland](#). The National Archives holds copies of some Church of Ireland parish registers, mostly on microfilm.