



Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

RESEARCHER REGISTRATION FORM

The Vermont State Archives and Records Administration (VSARA) Reference Room is open to the public for the use and inspection of archival records in the Vermont State Archives. With specific authorization from state agencies, researchers may also view agency records stored in the State Records Center, which remain under the legal custodianship of the agency. Records accessed through VSARA’s Reference Room do not circulate. Please note that some records may not be readily accessible and may take 1-2 days for retrieval.

Registration is required to enter the Reference Room and access records. If you have visited VSARA’s Reference Room since March 16, 2009, and have already registered, you do not need to complete this form. Registration information collected on this form is for VSARA’s use only.

RESEARCHER CONTACT INFORMATION			Office Use Only	ID No.
First Name		Middle Initial or Name		
Last Name				
Mailing Address 1				
Mailing Address 2				
City/Town				
State		Zip Code		
E-mail Address				
Phone Number				

We may periodically contact our researchers by e-mail with updates, notices, etc. Please check “Yes” if you would like to be on VSARA’s researcher e-mail list.	
<input type="checkbox"/> <i>Yes, please add me to VSARA’s e-mail list.</i>	<input type="checkbox"/> <i>No, do not add me to VSARA’s e-mail list.</i>

To ensure the accessibility, security and preservation of records, VSARA has an established set of guidelines for its Reference Room. By signing this form, you agree to comply with VSARA’s *Reference Room Guidelines*, as amended; failure to comply with VSARA’s *Reference Room Guidelines* will result in the limitation or loss of Reference Room access and services.

I, _____, have received a copy of VSARA’s *Reference Room Guidelines* and understand that I must comply with said requirements, as amended, to access the Reference Room for the use and inspection of records.

Signature Here

Date