

UNHCR ARCHIVES
Document Request Form

Access to UNHCR Archives is by appointment only, which must be booked in advance. To avoid disappointment, we advise confirming your research booking before making travel plans.

Please complete and send this form to us (by email) at least two weeks in advance of your proposed research visit.

Research Dates:	
Name of Requestor	
Organization or Address:	

Records identification (fonds, sub-fonds, series, name, classification number, box):
Add new lines if necessary

When you are using our online catalogue (http://adlib-ras.unhcr.org/ais5), after every successful search there is the possibility to select all files of interest by ticking the box next to each entry; after that, by navigating to the top tab " Selection " you will get the option to print and/or download the list of results by selecting the appropriate button on the left hand side. Please attach the list with your selected files in this form and send it, along with the Research Application form, to Archives@unhcr.org at least two weeks in advance of your suggested days for visit.		
Reference Nr.	Title	Location

I received the records listed above:

Staff member handling request:

Date: