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STATUTORY INSTRUMENTS

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**2012 No. 1665**

**PUBLIC RECORDS**

**The Public Record Office (Fees) Regulations 2012**

*Made* - - - - *20th June 2012*  
*Coming into force* - - *30th July 2012*

The Lord Chancellor, with the concurrence of the Treasury, makes the following Regulations in exercise of the powers conferred upon him by section 2(5) of the Public Records Act 1958<sup>(1)</sup>:

**Citation and commencement**

1. These Regulations may be cited as the Public Record Office (Fees) Regulations 2012 and shall come into force on 30th July 2012.

**Fees**

2.—(1) The Schedule to these Regulations prescribes, subject to sub-paragraph (3), the fees to be charged for authenticated copies or extracts from records under the charge of the Keeper of the Public Records and for other services afforded by officers of the Public Record Office.

(2) In the Schedule—

- (a) where a fee is prescribed by reference to a period of time, the whole fee is payable in respect of an uncompleted period;
- (b) where a fee is prescribed for a copy of an image by reference to a specified size, the size is that of the image to be copied and not that of the copy;
- (c) where a fee is prescribed for a copy or photograph of a page of a record, the fee is payable for a copy or photograph of each individual side of a page which forms a record or part of a record;
- (d) all fees are exclusive of value added tax.

(3) The Keeper of Public Records may remit a fee where the service performed or to be performed has been, or is likely to be, exceptionally simple.

**Revocation**

3. The Public Record Office (Fees) Regulations 2005<sup>(2)</sup> are revoked.

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(1) 1958 c.51.  
(2) S.I. 2005/471.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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15th June 2012

*Kenneth Clarke*  
Lord Chancellor  
*Angela Watkinson*  
*James Duddridge*  
Two of the Lords Commissioners of Her  
Majesty's Treasury  
Ministry of Justice

20th June 2012

## SCHEDULE

Regulation 2

<i>Item</i>	<i>Fee (£)</i>
<b>Research</b>	
1	For undertaking research and sending the results to the requester, for each 15 minutes expended 16.67
<b>Authenticated copies of naturalisation certificates</b>	
2	For making a copy of a naturalisation certificate that is a record and authenticating that copy by certification 25.00
<b>Other copies of records</b>	
3.1	For making a monochrome paper copy at research quality of a page of a record up to and including size A3, using self-service equipment 0.25
3.2	Where a person requests any number of copies or photographs of no more than 100 different pages of records, for making:
	(a) a monochrome paper copy at research quality of a page of a record up to and including size A3 1.00
	(b) a colour paper copy at research quality of a page of a record:
	(i) up to and including size A3 3.00
	(ii) larger than size A3 13.00
	(c) a colour digital copy at research quality of a page of a record:
	(i) up to and including size A3 2.80
	(ii) larger than size A3 10.00
	(d) a colour photograph of a page of a record of any size 25.00
<b>Bulk copies of records</b>	
4.1	Where a person requests any number of copies or photographs of a type described in item 3.2 of more than 100 different pages of records:
	(a) for any necessary preparation of records prior to copying, in addition to the costs of any materials used in such preparation, for each 15 minutes expended 9.15
	(b) for the production of the copies, in addition to the costs of the materials onto which copies are printed and any costs of delivering those copies to the requester, for each 15 minutes expended 11.70
	(c) for checking the quality of the copies made, for each 15 minutes expended 8.76
4.2	For providing an estimate for work to be carried out which involves any matter covered by item 4.1, for each 15 minutes expended 10.53
<b>Authentication of other copies and records</b>	
5.1	For authenticating, by certification, a copy of a record or any part of a record (excluding the fee for making the copy) 25.00

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<i>Item</i>	<i>Fee (£)</i>
5.2	16.67
For attending a place other than the Public Record Office to produce and verify the authenticity of a record or any part of a record, in addition to expenses for travel, accommodation and subsistence, for each 15 minutes expended	
<b>Preparation of records for external exhibition</b>	
6.1	12.46
For preparing records for exhibition at a place other than the Public Record Office, in addition to the costs of materials, transporting those materials or the records and any expenses for travel, accommodation and subsistence, for each 15 minutes expended	
6.2	12.46
For providing an estimate for work to be carried out which involves any matter covered by item 6.1, for each 15 minutes expended	
<b>Digital Downloads</b>	
7	3.36
For downloading a digital copy of a record from any part of the website on which the records under the charge of the Keeper of Public Records appear <sup>(3)</sup> , unless that record is made available for downloading from that website free of charge	
<b>Postage and packaging</b>	
8	
Postage and packaging to be charged at cost for a copy not collected in person by the requestor which cannot be sent by e-mail, or which the requester asks to be sent by post	

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations prescribe the fees to be charged for authenticated copies or extracts from records under the charge of the Keeper of Public Records and for other services afforded by officers of the Public Record Office, which exercises its functions as a part of The National Archives. Value added tax will apply in appropriate cases in addition to any prescribed fee.

The Regulations replace the Public Record Office (Fees) Regulations 2005 ([S.I. 2005/471](#)).

<sup>(3)</sup> The records in question appear on the website of The National Archives ([www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)).