

**BARKING & DAGENHAM  
ARCHIVES & LOCAL STUDIES  
CENTRE**



**USER REGISTRATION FORM**

Please complete this form to register as a user of Valence House Archives and Local Studies Centre and to use the collections within the reading room.

Please complete in capitals and show an original document of proof of your address, such as a driving licence, passport, utility bill, or bank statement.

<b>TITLE</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>POSTCODE</b>	
<b>Phone no.</b>	
<b>E-mail</b>	
<b>Declaration</b> I declare that the information I have provided is true and I consent to its use as described in the Data Protection notice below:	
<b>Signature</b>	
<b>Date</b>	
<b>Data Protection Notice</b> Valence House will process your information according to the principles of the Data Protection Act 1998 & the General Data Protection Regulation 2018. We will use it to provide the service(s) requested and for reference purposes in order to help maintain the security of the collections.	

Please tick if you wish to subscribe to the Valence House newsletter for updates on events and activities (information will never be passed on to third parties)	
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ID seen	Initials	Date
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