

## SCHEDULE

Regulation 2

<i>Item</i>	<i>Fee (£)</i>
<b>M1</b>	
Research	
1	For undertaking research and sending the results to the requester, 23.35 for each 15 minutes expended (22.75)
Authenticated copies of naturalisation certificates	
2	For making a copy of a naturalisation certificate that is a record 27.40 and authenticating that copy by certification (25.95)
Other copies of records	
3.1	For making a monochrome paper copy of research quality of a 0.30 page of a record up to and including size A3, using self-service (0.30) equipment
3.2	Where a person requests any number of copies or photographs of no more than 100 different pages of records:
	(a) for carrying out a page check in order to supply an accurate 8.40 quotation based on the number of pages involved (per record) (8.24)
	(b) for making a monochrome paper copy of research quality of 1.30 a page of a record up to and including size A3 (1.10)
	(c) for making a colour paper copy of research quality of a page of a record:
	(i) up to and including size A3 4.95 (4.90)
	(ii) larger than size A3 9.55 (10.05)
	(d) for making a colour digital copy of research quality of a page of a record:
	(i) up to and including size A3 1.10 (1.10)
	(ii) larger than size A3 8.65

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Public Record Office (Fees) Regulations 2017. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

(10.05)

- 3.3 Where a person requests any number of photographs of no more than 100 different pages of records, for supplying a high resolution digital image of a page of a record of any size 38.75 (35.00)

Bulk copies of records

- 4.1 Where a person requests any number of copies or photographs of a type described in item 3.2 or 3.3 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 16.20 (15.65)

(b) for the production of the copies and for checking their quality, in addition to the costs of the materials on to which copies are produced and any costs of delivering those copies to the requester, for each 15 minutes expended 14.90 (15.20)

- 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 12.10 (11.30)

Authentication of other copies and records

- 5.1 For authenticating, by certification, a copy of a record or any part of a record (excluding the fee for making the copy) 19.20 (25.00)

- 5.2 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 reasonable expenses for travel, accommodation and subsistence, for each 15 minutes expended 28.20 (29.65)

Preparation of records for external exhibition

- 6.1 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 22.10 (19.85)

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- 6.2 For providing an estimate for work to be carried out which involves any matter covered by item 6.1, for each 15 minutes expended 22.10 (19.85)

#### Digital Downloads

- 7 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 3.50 (3.45)  
M2  
, unless that record is made available for downloading from that website free of charge

#### Postage and packaging

- 8 Postage and packaging to be charged at cost for a copy not collected in person by the requester which cannot be sent by e-mail, or which the requester asks to be sent by post

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#### Marginal Citations

- M1** The fees shown in brackets are those prescribed in [S.I. 2015/2042](#) as payable for the same services.  
**M2** The records in question appear on the website of The National Archives ([www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk) ).

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**Changes and effects yet to be applied to :**

- Regulations revoked by [S.I. 2018/1420 reg. 3](#)