Applications should be complete. All forms should be submitted in FIVE (5) copies. Incomplete applications will be returned.

Please enclose prepaid international express mail envelope for your application forms. To find how much stamped you need to put on the envelope please contact U.S Postal Service. We use that international prepaid envelope for mailing four copies of your application forms to Turkey.

If research or filming entails teamwork, the director of the team should fill out Filming Application Form and Research Application Form entirely. Also, each member of the team should answer questions 1 through 13 in Research Application Form. The team director is responsible for collecting each member's paperwork and submitting all the paperwork in FIVE (5) copies.

Applications should be made through the Turkish Embassy in Washington, D.C. at least TWO (2) MONTHS before the date of proposed project.

All properly completed applications are processed as soon as possible and forwarded to Turkey to be reviewed. The Turkish Embassy will inform the applicant of the outcome of his/her application. However, due to the large volumes of applications, it may take TWO (2) to FOUR (4) MONTHS for application process to be completed.

Individuals whose applications are approved are issued a visa valid for the period they had specified on their application forms. Applicant who enter Turkey without the relevant visa are not allowed to carry out research, film shooting or photographing.

Upon arrival in Turkey, all researchers/photographers must apply to the Directorate of Security (in Turkish "Emniyet Müdürlüğü") nearest their place of residence to be issued a residence permit card.

Where to Apply?
Washington, D.C / Consular Section
2525 Massachusetts Ave., NW Washington, D.C. 20008  phone: (202) 612-6740 fax: (202) 319-1639
e-mail: tcwash.cons@erols.com web: http://www.turkey.org
hours of operation: 9am - 5:30pm / Mon-Fri
walk-ins: 10am - 1pm / Mon-Fri
by phone: 2:30pm - 4:30 pm / Mon-Fri

This booklet explains the requirements for research permit application in Turkey and provides information on how to apply for one. Research visas are only issued by Washington DC Consular Section.
Regulations Governing Individuals and Institutions of Turkish and Foreign Citizenship Wishing to Conduct Research on the State Archives of the Turkish Republic

Purpose
Article 1 - The purpose is to establish the regulations and procedures which will govern individuals and institutions of Turkish and foreign citizenship to conduct research, to study and to obtain the copies of documents in the State Archives and archives which are open to research.

Scope:
Article 2 - These Regulations comprise the regulations and procedures which pertain to the study and research activities of individuals and institutions of Turkish citizenship, and of individuals and institutions of foreign whose entry into Turkey is not banned, on Archival materials which have been classified and are at least fifty years old.

Basis:
Article 3 - These regulations have been drafted in accordance with Article 10 of the " Regulations Concerning State Archives Services " published in the Official Gazette dated 05.16.1988 and number 19816.

Application Procedure:
Article 4 - Within Turkey, those individuals and institutions of Turkish of foreign citizenship and their agents wishing to conduct research and study in the State Archives, shall fill out the application form and

a) In order to research and study the archival materials housed in the State Archives, they shall apply to the General Directorate of State Archives.
b) In order to conduct research in those archives, which are open to research, other that, the General Directorate of State Archives, they shall apply to the Ministry or agency having jurisdiction over the archives in question.

This application may be submitted either in person or by mail. Outside Turkey, applications shall be submitted either in person or by mail. Outside Turkey, applications shall be submitted to an Embassy Consular Section of the Republic of Turkey. Embassy Consular Section Office shall send the application form completed in accordance with the regulation, together with their comments, if any to the Ministry of Foreign Affairs in the shortest time possible. Likewise, the Ministry of Foreign Affairs shall swiftly send the application to the General Directorate of State Archives or to the Ministry or agency having jurisdiction over the archive where the research will be conducted.

Processing the Application:
Article 5 -
a) All requests to conduct research, study and to obtain copies of documents in the General Directorate of State Archives shall be processed by this General Directorate.
b) The Ministry or agency having jurisdiction over the archive in question shall do processing the applications for archives other than the General Directorate of State Archives, which open to research.
c) The General Directorate of State Archives or the Ministry or agencies mentioned in paragraph (b) above, accept or reject as is, or with qualifications, the research and study requests by taking into consideration the regulations outlined here.

Conditions, Which Require the Denial of the Requests:
Article 6 -
a) Research and study cannot be conducted in the State Archives when the archival material in question has not yet been classified or is too damaged to be studied:
b) When the individual who submits an application to conduct research is under eighteen years old or does not have the competence to exercise his/her civil rights (students under eighteen are exempt, provided that the educational institution in question submits and application):
c) When it is determined that the provision of Article 10 below has not been complied with.

Notification of the Applicants:
Article 7 -
a) The applications submitted by individuals or institutions of Turkish or foreign citizenship inside Turkey, shall be decided upon by the interested archival agency, on the day of the application or, at the latest, on the next business day following the receipt of the application.
b) The Ministry of Foreign Affairs, through its Embassies or Consulate General outside Turkey shall notify the foreign individuals and institutions and their agents who have requested permission to conduct research in the State Archives, of the outcome of their applications, at the latest within thirty days of the date the application is received by the relevant Representative Office of the Republic of Turkey.

Written Agreement, Length of Research and " Archives Entry Permit Card "
Article 8 -
a) The researchers shall be informed of the conditions and procedures with which they must comply in the course of their research in the Archives, and they shall sign the " Written Agreement by which they accept these conditions.
b) An " Archives Entry Permit Card " valid for one year shall be issued to the researchers and this card shall be kept in the Archives. A card that has expired may be renewed again
for a one-year period.

d) This permit card shall be given to the researcher every time he visits the Archives, in return for identification document. The researcher shall carry this card on himself in a visible manner while in the Archives.

Procedures to be followed to Conduct Research/Study:
Article 9 - The following procedures shall be followed in the course of research and study.

a) Archival materials which have not yet been classified or which have been damaged beyond use may not be given out to be studied. However, if such material is to be used in a Government services or as evidence to protect or prove a right, then they may be given out to be studied under the supervision of the authorized personnel.

b) Even if they are listed in catalogues, archival materials which are undergoing repairs and materials which belong to collections which are still being classified may not be given to researchers until the completion of these processes.

c) In principle, research and study may only be conducted on the photocopy or microfilm of the archival material. The original of the material may only shown when a request is made for purpose of comparison. However, should be the photocopy or microfilm of the documents could not be obtained, and then the research may be conducted on the original document.

d) Researchers may only conduct research on the archival material, which pertains to their research project. In the course of their research, they may not reserve for themselves the entire archival materials pertaining to their research.

e) The researchers’ requests for documents will be met after being filed in the order of date and time received and the researcher will be notified of the day and time he may obtain the documents requested.

f) The researchers may request a maximum of fifteen documents per day.

g) The researchers may not request additional documents until they return all the documents they were given. However, in order to request another group of documents that are closely related to the documents already obtained and which must be studied together, and exact number of documents from the first group must first be returned and the request again shall be processed in the order received.

h) The researcher must count the documents requested when he receives and when he returns them. The researcher is responsible for the safekeeping of the documents in his possession

i) The researcher may not give the archival materials given to him, to another researcher: may not make copies of the documents: and may not take photographs of them.

j) The researcher is responsible for protecting the archival materials given to him, from any damage or alterations.

k) The researcher may only use a pencil and eraser in the course of his research and study.

l) Bags, typewriters, cameras, coats and similar items are not permitted in the research area.

m) Archival materials may not be taken out of the area reserved to the researchers under any circumstances.

n) No one other the area reserved to the researchers.

o) The researcher who will interrupt his research for more than one week must return the documents in his possession, to be stored in their original places in the archives.

p) Should one of the conditions stated above not be complied with, then the research shall be halted and the necessary steps shall be taken vis-à-vis the researcher, in accordance with the laws and regulations.

The Researcher’s Obligations:
Article 10 - Researchers of Turkish and foreign citizenship who conduct research and study in the study in the State Archives must submit a copy of their works, which they have prepared and published as a result of their research, both to the concerned Archive and to the General Directorate of State Archives. Foreign researchers must also send a copy to the Ministry of Foreign Affairs.

Those individuals who do not comply with this Article shall not be permitted to conduct research and study in the future.

Requests for Photocopies and Microfilms:
Article 11 - The photocopies or microfilms of documents which are open to researchers of Turkish and foreign citizenship or any other individual, in return for an established fee. These photocopies or microfilms may not be reproduced and sold for commercial gain.

However, photocopies or microfilm in such an amount so as to comprise an entire file or register may not be given to the researcher.

Regulations, Which Are No Longer In Effect:
Article 12 - “The Regulations Governing Individuals or Institutions of Turkish or Foreign Citizenship” published is the issue no. 20163 dated 5/12/1989 of the Official Gazette, and which went into effect with the decision of the Council of Ministers dated 4.19.1989 and number 89/14028 are no longer in effect.

Entering into Effect:
Article 13 - These regulations shall enter into effect on the date of their publication.

Article 14 - These regulations shall be put into force by the Prime Minister.
# Research Permit Application Form

To be completed by all academic researchers, archeological excavators, and individuals wishing to engage in film making in Turkey. This form must be typewritten, (you can type this form on the computer and print out that pages, fully completed and submitted in FIVE (5) copies. Improperly completed forms are subject to delay in processing.

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<th>2. Place of birth</th>
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<td>3. Date of birth (dd/mm/yy)</td>
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<td>5. Father’s name</td>
<td>6. Nationality</td>
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<td>7. Profession</td>
<td>8. Passport / Travel Document No:</td>
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<td>11. Address of intended stay in Turkey</td>
<td>12. Name(s) of organization(s) which you are a representative of or affiliated with in regard to your project:</td>
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Phone ( ) -

**Brief Curriculum Vitae**

This application form is prepared by the Embassy of the Republic of Turkey in Washington, D.C.
### List of published works

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### If you have previously been to Turkey, please indicate the date(s) and purpose(s) of your visit(s).

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### Brief description (not to exceed 2-3 sentences) of your research project including proposed dates, locations and objectives of research

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### Names and addresses of academic references in the U.S. and if applicable in Turkey

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### List of any vehicle, equipment, and technical material which you intend to take to Turkey

### Please attach an academic reference letter.

### Write the date and sign

I hereby pledge
- Not to enter Turkey for research purposes without the required Turkish permission and visa. I am fully aware that entering Turkey without the necessary permission and visa may result in my being denied a permit to reside temporarily in Turkey.
- To provide the appropriate Turkish authorities with copies of any report, publication or film resulting from my research in Turkey.

**Signature**

**Date (dd/mm/yy)**

|   |   |   |   |   |
I have carefully read the “Regulations which individuals and institutions of Turkish and foreign citizenship must comply with in order to conduct research in the Archives and to obtain copies (of documents).”

I hereby declare that I will fully comply with these regulations, and that I will accept all responsibility and obligations arising from their breach.

Signature

Date (dd/mm/yy)

This application form is prepared by the Embassy of the Republic of Turkey in Washington, D.C.
designed by www.edevlet.net