

***Department of Paleobiology Visitor Registration Form***

Please email the completed form to the applicable collections contact as listed on the [Paleobiology Visitor Information](http://paleobiology.si.edu/contact/paleoVisit.html) page. The subject of the email and the file name for the form should be in the following format: **Visit Request [Last Name] [Day Month Year of arrival]** (e.g. Visit Request Smith 01 Jan 2018).

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |       | Title:  |       |
| Department/Institution: |       |
| Address:  |       |
| City/State:  |       |  Country/Postal Code:  |       |
| Email:  |       |  Phone:  |       |
| Mobile:  |       |  Emergency Contact:  |       |
| Name and contact information of your advisor (students only): |       |

***For student visitors, please include a letter of introduction from your advisor vouching for your ability to work responsibly in museum collections with this form.***

|  |
| --- |
| Specific calendar dates of visit (subject to approval):       |
| Purpose of research and taxonomic groups to be studied:       |
| Will you need to examine types or published specimens? [ ]  Yes [ ]  No |
| Methods to be applied (e.g. photography, 3D scanning/photogrammetry, microscopy, caliper measurements, molding, etc.):       |
| Describe any special equipment needs or accommodations (see visitor guidelines):       |
| If you have been registered as a Smithsonian visitor within the last 12 months, give the dates. This information is required by Smithsonian security:       |
| If you will be working in other departments within the Smithsonian, please let us know so that we can coordinate your visit:       |