

***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).

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| 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.***

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| 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: |