

## Reading rooms

### Access

The documents are available in original form or in copies in the archival research room.

Making research in the research / reading room is free.

The users can apply for sending them a reproduction of the documents they need or information about their content.

The archival staff can prepare or complete for users an archival research connected to social, genealogical or ownership matters to legal or

administrative purposes. They do not complete scientific research.

The State Archive in Siedlce issues certificates or authenticated copies of the documents.

The users can send their applications by mail or e-mail. If send by e-mail, please enclose:

- Name and surname of the sender
- Their full address
- The detailed subject of the request
- In case your e-mails lack of this information, please complete them. We do not respond e-mails without full data of the sender.

We also give information by phone.

**The reading / research room opening hours: Mon., Tue., Wed., Fri. - 8.30 - 15.00; Thu. - 11.45 - 17.45.**

All the materials should be ordered by order slips.

We would like to inform that for organizational reasons the realization of orders (the revers) for archival materials will be available:

**8,30-13,00- Monday- Friday**

**12,00-14,00- Thursday**