

# READER REGISTRATION

[www.bl.uk/help/how-to-get-a-reader-pass](http://www.bl.uk/help/how-to-get-a-reader-pass)

## What documentation to bring

When you visit us to register for a Reader Pass, or to renew or replace your Reader Pass, please bring with you two identification documents:

- **One showing proof of your home address**
- **One showing your signature**

Please note:

- We accept online ID, such as a bank statement shown to us via online banking, but we do not accept scanned or photocopied originals.
- Some driving licences and national identity cards do not show an address; we are not able to accept these documents.
- It is your responsibility to provide official translations for foreign documents, where necessary.

## Proof of your home address

**Please note the items below must be less than three months old:**

- Utility Bill (Gas, Electricity, Telephone, Internet, Water)
- Bank/Building Society Statement
- Credit Card Statement
- Pension/Benefit/Family Credit letter statement (showing current receipt of benefits)
- Pay Slips (where employer's and employee's addresses are stated)

**The items below must have been issued in the current year:**

- HM Revenue and Customs Statement (not National insurance cards, numbers or correspondence)
- Home Insurance Policy
- Council Tax Bill
- TV Licence
- University Certificate for Hall of Residence (stamped and signed by institution)

**The items below must have a current address:**

- Firearms Licence
- Home Office permit to stay/police registration document
- Passports (where the address has been officially entered by the issuing authority)
- National Identity Card with address (where the address has been officially entered by the issuing authority)
- Driving Licence with address (where the address has been officially entered by the issuing authority)

## Proof of your signature

You will need to show one of the following, which must bear your signature:

- Passport
- Driving Licence
- Bank Card
- Credit Card
- National Identity Card

- Police/Customs/Home Office Warrant card
- Sea/Air Masters Licence

## Contact Us

### London Reader Registration

T: +44(0)20 7412 7676

[Reader-Registration@bl.uk](mailto:Reader-Registration@bl.uk)

#### Opening times

|                      |               |
|----------------------|---------------|
| Monday               | 10:00 - 17:45 |
| Tuesday              | 09:30 - 19:45 |
| Wednesday – Thursday | 09:30 - 17:45 |
| Friday               | 09:30 - 16:15 |
| Saturday             | 09:30 - 16:45 |
| Sunday               | Closed        |

### Yorkshire Reader Registration

T: +44(0)1937 546060

[Reader-Service-Enquiries@bl.uk](mailto:Reader-Service-Enquiries@bl.uk)

#### Opening times

|                 |               |
|-----------------|---------------|
| Monday - Friday | 09.00 – 16.30 |
| Saturday        | Closed        |
| Sunday          | Closed        |

Last updated: October 2018