

National Museum of Ireland (NMI)

Advice notes for completing
an application form for
a Licence to Alter/Export an
archaeological object

April 2022

GDPR statement

The applicant should take note of the GDPR statement of the National Museum of Ireland (NMI).

Full name of applicant

The full name of the applicant must be inserted and not the company/institute name.

Full address

The name of the company/institute (if relevant) and the postal address of the applicant.

Date

The date of the application.

Signature

Signature of the applicant.

Phone number

Telephone number (landline and/or mobile) where the applicant can be contacted.

Email address

Email address of applicant.

Please note that application forms must be completed in black/blue pen. Application forms completed in pencil will not be accepted and will be returned to the applicant.

LICENCE TO ALTER APPLICATION FORM

A Licence to Alter is required whenever it is intended to undertake alteration work on an archaeological object or sample and/or take samples from an object for testing purposes (i.e. any type of destructive analysis). This includes (though not exclusively) attaching pottery sherds together using adhesive, wood species identification, conservation and radiocarbon dating.

1. Excavation licence number, site registration number or museum registration number.

The relevant number(s) should be clearly indicated. Applicants should note that for excavated assemblages, up to a maximum of **five** sites can be submitted per application if the sample(s)/object(s) is/are going to same specialist for the same purpose/type of analysis. If the sample/object is not covered by an excavation licence number, a site registration number or a museum registration number, then an identification number should be stated if known.

2. Name and brief description of object(s).

See note (a) on application form.

The following should be included:

- unique object or sample number i.e. excavation licence number, site registration number or museum registration number or sample/object number e.g. 20E1234:5:2; E3456:16:6; NMI 2020:199, etc.
- sample/context number (if applicable)
- weight (in the case of samples)
- species identification (if applicable) - includes wood, charcoal, seeds, animal remains, etc.
- bone identification (i.e. animal/human, cremated/unburnt, etc.)
- type and brief description of each sample/object

If there is insufficient space for multiple samples/objects, **two copies** of an additional list should be submitted as part of the application. The items outlined in the list above should be included.

The **number of samples** must also be stated on the application form e.g. '3 x charcoal samples' or if submitting a separate list, '10 x charcoal samples - see list attached', etc.

Please refer to sample/object schedules below:

For Samples

Excavation Licence Number / Site Registration Number / Museum Registration Number	Townland/ County	Context Number	Sample Number	Identification (e.g. wood, bone type)	Weight
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For Objects

Excavation Licence Number / Site Registration Number / Museum Registration Number	Object Number/ Museum Registration Number	Context Number	Description	Townland/ County	Material	Weight (where applicable)
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For objects in museum collections, the following information must be included:

- *provenance (include townland and county if found in Ireland)*
- *registration/accession number*
- *a photograph of the item*
- *object details including material*
- *weight (if applicable)*
- *context number (if applicable)*

For objects in private ownership, supporting paperwork in relation to provenance (if known) and photographs of the item must be included.

3. Place where found, if known.

The townland and county name for excavated material and any further relevant information, e.g. Murphystown, Co. Dublin, Site 27, South Eastern Motorway, should be included. For historical/cultural objects and non-Irish objects, the provenance must be stated (if known).

4. Full name and address of the person in possession of the object(s) (if different from applicant).

Full name and contact details should be provided.

5. How long has it/have they been in your possession?

The approximate length of time should be inserted.

6. Place where the object(s) may at present be inspected.

Details of the current location of the object(s) or sample(s) should be supplied.

7. Are you willing to send the object(s) to Dublin for inspection?

See note (b) on application form.

8. Full name and address of the person who is to alter the object(s) (if different from applicant).

Full name and contact details should be provided.

9. State the reason for which it is intended to alter the object(s).

See note (c) on application form.

*Please indicate in full the technique to be used e.g. ‘wood species identification’, ‘radiocarbon dating’, ‘dendrochronological dating’, ‘thin-sectioning’, ‘optically stimulated luminescence’, etc. and **whether or not the technique is destructive**.*

Please note the following:

Wood, charcoal, cereal grain, bone, etc. must be identified before an application to alter for destructive analysis, such as radiocarbon dating, is made e.g. ‘cereal grain - wheat’, ‘bone - cremated human bone’. Wood, charcoal and cereal grain etc. must be subject to formal species identification (visual identification of samples will not suffice). Identification must be carried out under licence if sampling of the specimen is required.

*If requested to submit a **rationale** to support your application justifying the alteration of archaeological object(s) (including human and faunal remains and ecofacts), the following information must be included:*

- *a summary of the research project and the objectives (if applicable).*
- *stakeholders/partners (where applicable).*
- *the benefit of potential results to archaeological research and its wider implications in advancing and enriching the Irish archaeological record.*
- *methodology/methodologies.*
- *comparanda and bibliography.*
- *sample size (it should be noted whether a surplus is available should the analysis or results fail).*
- *timeline.*
- *how the objects will be delivered/transported to the person(s) carrying out the alteration/analysis.*

- *photographs of the objects/samples to be altered.*
- *a commitment that all unused samples or residual by-products of the sampling/alteration process will be returned to the applicant/NMI as appropriate.*

Please note:

Following completion of the alteration process, the applicant must supply the NMI with a copy of the report of the results of the alteration process. These reports ensure that the fullest possible record of analysis of any given object is held centrally for future reference. These reports will not normally be available to other researchers.

LICENCE TO EXPORT APPLICATION FORM

1. Excavation licence number, site registration number or museum registration number.

The relevant number(s) should be clearly indicated. In relation to applications to export archaeological objects from excavations, up to a maximum of **five** sites can be submitted per application if the material is going to same specialist for the same purpose/type of analysis. If the sample/object is not covered by an excavation licence or registration number, then a museum registration or identification number should be stated if known.

2. Name and brief description of object(s).

See note (a) on application form.

For material from archaeological excavations, the following must be included:

- unique object or sample number i.e. excavation licence number, site registration number or sample/object number (e.g. 20E1234:5:2; E3456:16:6)
- sample/context number (if applicable)
- weight (in the case of samples)
- species identification (if applicable) - includes wood, charcoal, seeds, animal remains, etc.
- bone identification (i.e. animal/human, cremated/unburnt, etc.)
- type and brief description of each sample/object (where applicable)

If there is insufficient space for multiple samples/objects, **two copies** of an additional list should be submitted as part of the application. The items outlined in the list above should be included.

The **number of samples** must also be stated on the application form e.g. '3 x charcoal samples' or if submitting a separate list, '10 x charcoal samples' - see list attached', etc.

Please refer to sample/object schedules below:

For Samples

Excavation Licence Number / Site Registration Number / Museum Registration Number	Townland/ County	Context Number	Sample No.	Identification (e.g. wood, bone type)	Weight

For Objects

Excavation Licence Number / Site Registration Number / Museum Registration Number	Object Number/ Museum Registration Number	Context Number	Description	Townland/ County	Material

For objects in museum collections, the following information must be included:

- *provenance (include townland and county if found in Ireland)*
- *registration/accession number*
- *a photograph of the item*
- *object details including material*
- *weight where applicable*
- *context number if relevant*

For objects in private ownership, supporting paperwork in relation to provenance (if known) and photographs of the item must be included.

3. Place where found, if known.

The townland and county name for excavated material and any further relevant information, e.g. Murphystown, Co. Dublin, Site 27, South Eastern Motorway, should be included. For historical/cultural objects and non-Irish objects, the provenance must be stated if known. Supporting documentation regarding ownership/legitimate proof of purchase of object (if relevant) must be supplied.

4. Full name and address of the person in possession of the object(s) (if different from applicant).

Full name and contact details should be provided.

5. How long has it/have they been in your possession?

The approximate length of time should be inserted.

6. Place where the object(s) may at present be inspected.

Details of the current location of the object(s) or sample(s) should be supplied.

7. Are you willing to send the object(s) to Dublin for inspection?

See note (b) on application form.

8. Full name and address of the person to whom the object(s) is/are being exported.

Full name and contact details should be provided.

9. Purpose for which object(s) is/are being exported.

See note (c) on application form.

Please indicate in full the technique to be used e.g. ‘radiocarbon dating’, ‘dendrochronological dating’, ‘thin-sectioning’, ‘optically stimulated luminescence’, etc. and whether the application is for temporary or permanent export.

Following completion of the export process, the applicant must update the NMI in relation to the status of the object(s) or sample(s).

All unused or residual samples must be returned to the applicant and/or NMI as appropriate.

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