



The Bank of Thailand Archive Request Form
(External access)

Section I : Requester Registration and Approval for Using Archival Resources (Required)

Requester (Name / Surname)

Identification Number / Passport Number

Organization / Institution (If applicable)

Contact Address

Phone Number / Email

Use Type:

☐

Institutional Work

☐

Academic Work

☐

Personal Use

Please Specify Purpose(s) (Select all applicable options)

- ☐ Official Purpose ☐ Legal Evidence ☐ Research/Academic Reports/Thesis
☐ Writing Articles/Books ☐ Exhibitions/Events ☐ Media Publishing/Publications for Public Interest
☐ Reference Resource
☐ Other (Please specify)

Subjects of Inquiry

Notification Regarding Personal Data Collection

The Bank of Thailand (BOT) intend to collect and use/process your Personal Data given above for the purposes of processing your request for using archival resources and compiling service statistics, including monitoring cases of data misuse against the specified purposes. We will collect and retain the Personal Data only for a period necessary for processing and/or as required for the compliance of law or under the statute of limitations. You are entitled, as a data subject, according to the Personal Data Protection Act, B.E. 2562 (2019). For more details about the Bank of Thailand's Personal Data Privacy Policy, please access this website : <https://www.bot.or.th/th/privacy-policy.html>

If your request is approved, you will be required to verify your identity by providing official identification that includes a photograph before accessing our archives. (Acceptable IDs : national identity card, passport, and driver's license.) along with Section II of the Archive Request Form before accessing our Archives.

☐ I have read and acknowledged the BOT's Privacy Notice. Therefore, I hereby consent to the BOT's collection use/processing of my personal data for the purposes mentioned herein.

Signature

(.....)

Requester's Name

Date

Please fill out all required information and submit the signed Archive Request Form to the Bank of Thailand via email (archives@bot.or.th) or in person at the Archive Reference Room, Bank of Thailand Learning Center, 1st Floor.

Remark : At this time, these forms cannot be submitted through our website.



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Section II : Archival Resources Request (Required only after Bank of Thailand (BOT) approval – to be submitted with your ID)

Terms and Conditions of Viewing, Citing and Reproducing Archival Resources

By submitting this form, I agree to adhere to the following terms and conditions

1. I shall not use archival resources for commercial purposes and will use them solely for the purposes declared in **Section I**. Any use of the archival resources beyond those specified in **Section I**, I shall require prior written authorization from the BOT.
2. I shall not view, cite, or reproduce any archival resources from the BOT without prior written authorization.
3. I shall reproduce archival resources solely for the purposes specified in **Section I**, and refrain from any commercial purposes.
4. If you are citing an item from the BOT, I shall acknowledge the BOT as the source of the resources.
5. I shall submit to the BOT two copies of the publication or work product in which the reproduced records are used after completion of the publication or product. These copies may be made available for public reference at BOT.
6. I shall take responsibility for any liability, damage, loss or expenses that may be incurred as a result of the use of the archival resources.
7. I acknowledge that, to ensure the long-term preservation of the archival resources, staff may refuse reproduction requests if reproduction could potentially damage the archival resources.
8. I understand that reproduction fees will be charged according to the regulations set by The Bank of Thailand's Official Information Commission.
9. The BOT reserves the right to provide archival resource services, which must comply with the purpose(s) specified in **Section I** and are contingent upon the size of request, the nature of the document(s) and the availability of staff to ensure comprehensive service delivery.

The Bank of Thailand reserves the right to take legal action if any viewing, citing and reproducing of archival resources for publication, advertising, or dissemination occurs, either in whole or in part, or if the archival resources are used for purposes other than those specified in this request form, without prior written authorization from the BOT. Such actions will constitute a breach of these terms and conditions and may result in legal proceedings.

Signature

(.....)

Requester's Name

Date.....

Staff Only

1. Additional Information from Requester

.....

Signature.....

(.....)

Archival Staff

Date

2. Results of consideration

☐ Approved

☐ Denied (Reasons)

.....

Signature.....

(.....)

Position

Date



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3. Details of Requested Archival Resources

Reproduction Format

1. Photocopy
2. Printout of Electronic Document
3. Email of Electronic Document

No.	Archive File Name	File No.	Box No.	Reproduction Format (1, 2, 3)	Number of Pages
Verification of archival resources post-use	Signature (.....) Archival Staff			Date	

(Updated on June 5, 2025)