

Public Record Office of Northern Ireland

2 Titanic Boulevard, Belfast, Antrim BT3 9HQ

Research Center Hours

Monday – Wednesday & Friday: 9:00 AM – 4:45 PM

Thursday: 10:00 AM – 4:45 PM

Document Ordering Times

Monday – Wednesday & Friday: 9:00 AM – 4:15 PM

Thursday: 10:00 AM – 4:15 PM

What do I need to bring for registration?

For reader's registration on Monday you should bring:

- **Photographic identification, for example:**
 - a full passport,
 - a driving license or provisional driving license (providing it shows a photograph),
 - a student photo-card.

Where to Eat

PRONI Heritage Café

The Dock Café

– 2-minute walk

Nando's

– 7-minute walk

Zizi

– 5-minute walk

The Wolff Grill Restaurant

– 8-minute walk

The Pantry at Titanic Belfast

– 8-minute walk

Collections

(Note: This information, and more, is available at www.proni.gov.uk. We strongly suggest you spend some time on the website before the trip getting familiar with the facility, its holdings, and its procedures.)

Family History Information

Family history researchers at all levels will find valuable information in the Your Family Tree Series of leaflets. There are 28 leaflets in total, each giving information on various archives which can be used for genealogical research. Each leaflet is a PDF document – you can download the whole series and use them as a reference file if you wish.

In addition to using the archives we have specifically identified, you can also consult the catalogues, guides and indexes to widen your search.

What's available online?

The Ulster Covenant archive and Freeholders records held by PRONI have been digitised and indexed and are available on the PRONI website. These online archives are fully searchable and have links to digitised images of the original documents.

A project to index and digitise 1858 - c1900 wills from the District Probate Registries of Armagh, Belfast and Londonderry is almost complete. Phase one - an index to the will calendar entries (grants of probate and letters of administration) - is now available on the PRONI website. Phase two - to link the will calendar entries to the digitised images of the wills - will follow shortly.

Family history researchers can search for ancestors who may be recorded in the above sources.

Some of PRONI's guides and indexes are also available online.

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What do I need to bring for research?

- Reference numbers and full details gained from published sources.
- Something on which to record your research findings, e.g. notebook or laptop. Laptops can only be used in the designated areas.
- A pencil, as pens cannot be used in the reading room when working with original documents.
- Cash, cheques or credit card to pay for copies of documents.
- A pound coin to use the lockers. Alternatively, a locker token can be provided free of charge at PRONI reception.
- Tracing paper if you want to trace from a map, however you must only do so over a protective covering which PRONI will supply.
- Basic information relevant to your research, for example:

For family history research:

For family history research, you should bring along a note of dates of significant family events such as births, marriages, deaths and date of emigration. Also, note what gaps you have in your information. Knowledge of where the family came from is vital as almost all the archives available in PRONI are organized by townland, parish, town or village.

For a land or property related query:

For a property related query, you will need a full address (including townland). Folio numbers alone (as provided by Land Registry) are not sufficient to identify a property as the Land Registry archive deposited in PRONI pre-dates their current folio numbering system.

Preservation and general security

• **Prohibited items**

Coats, umbrellas, brief cases, handbags, laptop cases, bags and bulky objects must not be brought into the search room, reading room and self-service microfilm room. They must be placed in the lockers. Clear plastic bags are provided for bringing essential research material only into the search room.

• **No smoking**

• **Eating and drinking** are not permitted within the main building – please use the café (also called the canteen).

• **Silence** must be observed in the reading room and self-service microfilm room.

• **Documents must be handled with care** and bundles of documents should be kept in the order in which they are received.

• **Pens** are not permitted in the reading room. Only pencils may be used.

• **Tracing** may be permitted if a protective covering is used. This covering can be obtained on request at the issue desk.

• **Laptops** may be used at selected points in the reading room.

• **Mobile phones, cameras, scanners, radios/personal stereos** are not permitted, either in the search room, reading room or self-service microfilm room. If a mobile phone is required for emergency use staff should be notified of this on your arrival.

• **Inspections and invigilation**

Your belongings are liable to be inspected on entering and on exit. All documents are inspected on return to the issue desk. Please note that PRONI staff invigilate in the search room, reading room and self-service microfilm room at all times to ensure that there is no breach of the rules.

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Laptops and WiFi Access

You can use laptops freely throughout the public areas, at specified points in the search room, and in the reading room.

PRONI provides a free WiFi service for use by visitors wanting to use their own laptops. Prior to access being made available, visitors must read and sign the terms and conditions form (available on the website). The service uses WiFi Protected Access (WPA); security and access is through issue of a password from staff. This password is changed daily and a new terms and conditions form will be required for each day on which access is required. PRONI reserves the right to withdraw WiFi access from any user if terms and conditions are not complied with.

Using the search room, reading room & self-service microfilm room

Visitors must not remove documents and microfilms from the two reading rooms – documents for copying should be removed by a member of staff.

- Erasers and sharp instruments - pencil sharpeners, scissors, hole-punchers, staplers, erasers etc cannot be taken into the reading room.
- Files, folders, ring binders, notepad wallets and pencil cases may be brought into the search room but not into the reading room. You may take only the contents of one folder or file with you. Any remaining folders or files must be returned to the lockers.
- Documents must not be left on a table unattended - return to the issue desk or invigilator for the period that you are absent.
- Do not leave your seat in the reading room unattended for more than an hour, or a microfilm cubicle/microfilm reader for more than 20 minutes.
- Catalogues and books in the search room should only be taken into the reading room if permission has been given by

search room staff. They should be replaced on the shelves in their correct order when you have finished with them

Ordering, consulting and returning documents:

- Only 5 documents will be issued at a time.
- Documents ordered will not be left at unattended tables. Check the electronic notice board or at the issue desk to see if the documents you ordered are available.
- Document requests which present security problems will be fulfilled or otherwise at the discretion of the officer-in-charge of Public Services and Partnership Development (PSPD). In such cases, you should not expect a ruling on the same day.
- Unlisted records will only be produced at the discretion of the Deputy Keeper - see a record I want to see is closed for further details.
- Do not swap documents with or pass documents to other customers.
- All documents must be returned by 4.30 pm.
- Please ensure that the arrangement of documents you receive is not disturbed.