

External researcher arranging to scan (non-CT) AMNH specimens during a visit to the AMNH collections

Please print this checklist and use it to record your progress in the application process.

Please follow the steps in order.

- Contact the relevant [curator-in-charge](#)
 - ask for permission to scan the specimens, describe the scanning methods and
 - list the specimens you are requesting to scan (in the body of the email) and
 - apply for a research [visit](#)
- Download the [user agreement](#) via email if scanning has been approved by the curator-in-charge.
 - Review it
 - Sign it
 - Scan it
 - If you require more space to list all the specimens, write “see attached” in the relevant fields and attach the list to the user agreement as a single pdf.
- If/once your visit and request to scan specimens have been approved, contact the [Director of Collections](#), forwarding the following in a single email:
 - visit approval and
 - scanning approval and
 - signed user agreement
 - Each person who will have access to the data must sign a separate user agreement. Attach all user agreements to the email you will forward from the Curator-in-Charge to the Director of Collections.
- Fill out the online [form](#) once the Director of Collections has responded.