



PONTIFICIA COMMISSIONE
DI ARCHEOLOGIA SACRA

PROT. N. XVIII/4D/2
(citare il numero nella risposta)

dal Vaticano, 20 ottobre 2007

00120 CITTA' DEL VATICANO
Tel. 06/4465610 – 4467601 – fax 4467625
E-mail pcomm.arch@arcsacra.va
www.vatican.va/roman_curia

RULES AND FEES FOR TAKING PHOTOGRAPHS

*The authorization to take photographs is only granted in the event that the subject to be photographed is not already present in the Photographic Archives.

To obtain authorization and take photographs in a catacomb, the following rules must be observed:

- a) At least 20 days in advance, a written request must be presented addressed to the Secretary of the Pontifical Commission for Sacred Archaeology – 00120 Vatican City – Phone: +39 06 4465610; +39 06 4467601; Fax: +39 06 4467625; e-mail: pcomm.arch@arcsacra.va;
- b) A daily fee for each monument of €160 must be paid for access and the presence of a grave-digger for a maximum duration of 2 hours after which €25 must be paid for every additional hour or fraction of an hour. This payment must be made by and no later than 5 days before the date set for taking the photographs at the offices of the Commission (*from Monday to Friday from 8:00 a.m. to 2:00 p.m.*), or by bank transfer:

From abroad to:

Banca Monte dei Paschi di Siena S.p.A.

AG. 41 ROMA

(IBAN) IT 16 S 01030 03241 000000098035

(BIC) PASCITM1R41

In the name of the Pontifical Commission for Sacred Archaeology

In the cause of payment, the protocol number of the document must be indicated.

From Italy to:

Banca Monte dei Paschi di Siena

AG. 41 ROMA

c/c No. 98035

Cod. ABI 01030; cod. CAB 03241; cod. CIN S

In the name of the Pontifical Commission for Sacred Archaeology

In the cause of payment, the protocol number of the document must be indicated.

- c) A security deposit of €1,000 must be paid either by direct deposit of a bank check or by bank transfer. This sum will be given back after the photographs are taken minus any possible deductions for damages caused by same at our office on the days and in the hours agreed upon previously by phone, and only after the relative form is handed in. For administrative reasons, you are asked to pick up the security deposit within and no later than 6 months from the date the photographs are taken after which the Pontifical Commission for Sacred Archaeology will exercise the right to keep said deposit with the understanding that it is a donation from the applicant body for the Holy Father's intentions. We remind you that if the security deposit was paid by bank transfer, the applicant will have to provide the complete bank data for the deposit to be given back;
- d) When the security deposit is given back, the applicants are required to hand in an original copy of the negatives, color photos or images made in digital format;
- e) In the event that the photographic material made by the applicant is inserted into a publication, reference is made to the "Rules for the Photographic Archives".

The applicant has read and accepted the above: _____

Date: _____

ADDRESSEE OF BILL IF DIFFERENT FROM APPLICANT:

First and last names
 Institution.....
 Tax code/VAT number.....
 Address
 Postal Code..... City.....
 Country.....