

## Object Donation Form

Please provide as many details as you can about the item(s) you would like to donate to museum.

Name:

Address:

Postcode:

Email:

Phone:

Date Form Completed:

### 1. Item(s) offered

Please describe and list the item(s) including name of the manufacturer, author or creator. For digital items include file and media types.

*For multiple items, please list them on a separate sheet and send this with the donation form.*

### 2. What is the item(s) history?

What can you tell us about the origins of the item(s), for example who owned or used it, personal stories or events associated with it, etc.

### 3. Condition

Briefly describe the condition of the item(s), for example, tears, mould, water damage, etc. For digital items add whether the items are playable or able to be opened.

#### 4. How did you acquire it?

Can you tell us how you came to be in possession of the item(s). If purchased, note where from. For digital items did you create them?

#### 5. Are you the owner of the item(s)? Yes or No

If no, please tell us who the owner is.

#### 6. Please attach photographs of the items giving an indication of the items and any supporting documents related to the item available. For digital items, do not send them until requested.

#### 7. Any additional information you would like to share.

If submitting electronically please email to [acquisitions@nmrn.org.uk](mailto:acquisitions@nmrn.org.uk) If submitting the form by post please send to the following address:

Collections & Research Team  
National Museum of the Royal Navy  
HM Naval Base (PP66)  
Portsmouth, PO1 3NH

#### FOR OFFICE USE ONLY:

Ref No:                      Review Date:                      Decision Response Sent:

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