

# Human Remains Advisory Service

## Request for advice form

This form should be completed by museums and other institutions holding collections as a first step towards requesting advice from the Human Remains Advisory Service (HRAS) in handling claims for the repatriation of human remains in accordance with Part 3 of the "Guidance for the Care of Human Remains in Museums" (October 2005). The details included here will assist the DCMS in allocating Members of the Advisory Service to advise the museum on its claim. Completed forms should be sent to:

Maria Mourin  
Cultural Property Unit  
DCMS  
2-4 Cockspur Street  
London SW1Y 5DH  
Tel: 020 7211 6157  
FAX: 020 7211 6170  
Email: [maria.mourin@culture.gsi.gov.uk](mailto:maria.mourin@culture.gsi.gov.uk)

### 1. Information about the organisation considering the claim

Name of organisation:

Case officer name and contact details at the museums or institution for correspondence in relation to the claim:

### 2. Information about the remains

Please give as much detail as possible about the human remains involved in the claim. This will include information on the history of the remains, including how and when they were acquired and any terms and conditions associated with the acquisition.

Please provide details of use of the remains, for example research, exhibition, publication, etc.

### **3. About the claim**

Please provide a brief description of the claim, including the date it was received by the museum or institution. If possible, describe the connection between the claimant and the remains in question. Please also provide a copy of the correspondence in which the claim was made.

### **4. What help are you seeking?**

By reference to the criteria and categories listed at paragraphs 3.3.2 A-L of the Guidance, please indicate what type of help you need in assessing the claim. If possible, set out a list of questions to which answers are sought.

### **5. Information about your museum**

Please describe how the museum is constituted and who will make the final decision on the claim. Please confirm whether you have adopted Part 3 of the Guidance as the process by which you handle such claims, or provide details of your process and the criteria by which the claim will be assessed.

**Once you have returned this form, we will aim to contact you within 7 working days to discuss your request.**

**By completing this form, museums will be taken to have read and accepted the Terms of Use of the HRAS, which are available on the internet alongside this form.**

DCMS