



## Information on Requests from Researchers, Representatives of the Press, Broadcasting/Film, and Civic Education Agencies

Please note that after submitting your application, all correspondence will be conducted in German. We cannot provide a translation of the Stasi documents.

### Explanatory notes to numbered fields:

❶ As the representative of a public institution, editorial team, publishing house or production company on whose behalf you are acting, please enclose a confirmation of the assignment on your institution's letterhead or state the assignment on your institution's letterhead as a cover page. Please provide the billing address if it is different from the mailing address.

❷ To receive access to Stasi records, your project topic must be limited in scope and contribute to the reappraisal of the State Security Service or the reappraisal of the power mechanisms of the former GDR or former Soviet zone of occupation. Please state the purpose of your project clearly. The project description must indicate the approach you intend to pursue in your reappraisal (i.e. whether it is to be an objective survey, a presentation or an evaluating assessment). The more detailed the description, the better the BStU staff can assist you with tips and advice (i.e. suggesting additional research options). The same applies to projects addressing the political and historic reappraisal of the period of National Socialism in accordance with Article 32 Paragraph 4 of the StUG. You may use an additional sheet if the space provided on the form is insufficient.

❸ For a short-term provision of documents from the Stasi Records Archive's Stasi media library (Stasi Mediathek), the archive call number is required. It can be found on the respective document's subpage under "Info" or "Druckansicht" (in German only).

❹ Please describe briefly how your research findings are to be published or used. For example: in ongoing research projects at universities and equivalent facilities, in books, scholarly articles, dissertations, Master's theses, lectures, teaching aids for school instruction and civic education projects, online and blog publications, radio and television features, or newspaper and magazine articles.

You may also submit a request as a private individual. It is important that you are able to demonstrate the seriousness of the project and its aim in a concept or synopsis. Feel free to use a separate sheet for this. Let us know if your project has a deadline. Our departments will take these dates into account but cannot guarantee a timely response. For this reason it is best to submit a request as far in advance as possible.

❺ Our departments will try to accommodate your request to have records processed and viewed at the office of your choice, but this cannot be guaranteed.

If you request to access records online, a password and the link for downloading the documents will be sent to the e-mail address you have provided as soon as the records are available. Please use the journal number sent to you by postal mail as your username.

### Additional notes:

Please note that private agencies are charged a fee for viewing records and receiving copies on the basis of the [Stasi Records Cost Ordinance \(in German only\)](#) and [Cost of Fees](#).

If you have further questions concerning requests for access, please contact one of the following departments:

- AU 5 (Tel.: +49 (0) 30 18665-9051, E-Mail: GZ.AU5@bundesarchiv.de)
- AU 6 (Tel.: +49 (0) 30 18665-9061, E-Mail: GZ.AU6@bundesarchiv.de).