

Reprographic Fees

No.	Service	Fee
1	For making and supplying a photocopy of a document (per page, up to A3 size)	£2.20
2	For making and supplying a digital image of a document held physically at the public record office, such image created using a scanner or digital camera, and supplied electronically or printed (per page): (a) up to A3 in size; (b) up to A2 in size; (c) up to A1 in size; (d) up to A0 in size.	£3.20 £5.50 £13.50 £14.40
3	For making and supplying a physical paper copy of a record held in electronic form, printed (per page): (a) up to A3 in size; (b) up to A2 in size; (c) up to A1 in size; (d) up to A0 in size.	£3.20 £5.50 £13.50 £14.40
4	For certification of a copy of or extract of a document from a public record, in accordance with section 5(2) of the Public Records Act 1999 (per document, excluding the fee for making the copy)	£5.00
5	For supplying a digital copy of a document already held in electronic form, provided to the requestor of the document by e-mail	£3.20
6	For supplying a digital copy of a document already held in electronic form, provided to the requestor of the document on a memory stick	£8.20
7	For orders for the supply of over 100 copies of pages or images: (a) for undertaking calculation of cost of copies; (b) for undertaking any preparation of records required to be copied and supplied.	£3.07 per 15 minutes of time expended by the public record office

PAYMENT FOR FEES CAN BE MADE IN CASH, BY CHEQUE PAYABLE TO 'ISLE OF MAN GOVERNMENT', BY BACS TRANSFER OR BY DEBIT/CREDIT CARD.

