



Tartan Design Registration Form – Printed Version

You are encouraged to submit your application to register a tartan electronically via the website. Should you wish however, you can complete your application manually and post it to the Scottish Register of Tartans.

Please complete this form to manually submit a request to register a new tartan design. If you are unsure what information is required, please refer to the guidance notes which are available on the website (www.tartanregister.gov.uk). On completion, please send your registration form to the address given at the end of this form.

On receipt your registration request will be reviewed and checked against the registration criteria. We may contact you during this process to further clarify and discuss your registration request. Once we are satisfied that your request meets the registration criteria, you will receive written notification asking you to proceed to the payment and confirmation stage. Only after completing this final stage will your tartan design be included in the Register and a certificate issued.

Please refer to the guidance notes on the Scottish Register of Tartans website for guidance and information on completing this form.

All fields are mandatory unless marked as optional.

Customer Details

Title: Mr Mrs Miss Ms Other :
(Tick where appropriate)

Forename: Surname:

Company: (if applicable)
(Optional)

House Name/Number:

Address:

E-mail address:

Telephone Number:

Details Provided in the Register

The *Scottish Register of Tartans Act 2008* requires applicants to provide their name and contact details. Please indicate in the options below if you are content for these details to be published in the Scottish Register of Tartans website.

Display your email address on the website with this tartan? Yes No

Display your name and address on the website with this tartan? Yes No



The Scottish Register of Tartans

Notes:

- You may choose to publish your name and address and/or your e-mail address.
- By agreeing to publish your contact details, it will enhance the information available about tartans, and help to provide a complete record for future generations and research.
- If you choose not to publish your contact details they will not be visible in the Register or its website; your contact details will, however, be retained for administration purposes.

The National Archives of Scotland will:

- Not publish your personal details without your permission.
- Are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect about you.
- Not divulge, pass or sell your personal information to third parties or share it with other Government Departments or agencies.

Tartan Details

Tartan Name:

Designer:

Tartan Date:

Please give the background, rationale and history for the tartan:

(You may attach additional sheets if necessary)

Tartan Category:

Please choose from the following:

Clan	<input type="checkbox"/>	Commemorative	<input type="checkbox"/>	Corporate	<input type="checkbox"/>
District	<input type="checkbox"/>	Fashion	<input type="checkbox"/>	Military	<input type="checkbox"/>
Name	<input type="checkbox"/>	Portrait/Artefact	<input type="checkbox"/>	Royal	<input type="checkbox"/>

Note: The application must include a coloured photograph or other coloured pictorial representation of the tartan being registered. Please send a copy of your tartan image along with the form



The Scottish Register of Tartans

Woven Sample Details

Has this tartan been woven? Yes No

If the design has been woven, please send a sample to the National Archives of Scotland at the address at the end of this form. Your sample will be used in the registration process and will then be permanently preserved in the national archives.

If not do you intend to have it woven? Yes No

If no, please give the reasons behind the decision:

If you would like advice or assistance on how to have your tartan woven, you can view details of Scotland's textile suppliers listed by Scottish Enterprise (<http://www.scottish-enterprise.com/textiles-suppliers>) alternatively you can contact the Scottish Tartans Authority (<http://www.tartansauthority.com/>) which represents many of Scotland's weavers and tartan suppliers.

Thread Count

An accurate thread count of your tartan is an essential requirement of the registration process. You are strongly advised to read the guidance for details of the guidance for details of the thread count required.

Is the Tartan Symmetrical? Yes No

Are the warp and weft identical? Yes No

Please provide thread count details:

Please provide separate warp and weft thread counts: (If Applicable)
(Optional)



Colour Code Details

Colour Code Details:

Design Registrations

Has the design right in this tartan been registered? Yes No

Please use the space below to specify with which Intellectual Property Office, UK or other, the design right in your tartan has been registered. Please also supply the registration number and the date of registration. You should attach a copy of the relevant certificate along with your application to support the information given.

Design Registration Details: (Optional)

Note: registration of a new tartan in the Scottish Register of Tartans is wholly separate from the registration of any intellectual property rights (such as design right) which the designer may also wish to consider.

Authority and Restrictions

Do you have the authority to register this tartan? By selecting 'yes' you are certifying that you have the authority to authorise the Keeper to register this tartan in the Scottish Register of Tartans?

Yes No

If not please provide **appropriate proof** that you have the authority to authorise the Keeper to register this tartan by providing details below and attaching the relevant documentation.



The Scottish Register of Tartans

Are there any restrictions on who can wear/use this tartan? (Optional)

Yes No

(If **yes**, please provide details)

Are there any restrictions on who can weave this tartan? (Optional)

Yes No

(If **yes**, please provide details)

Any other restrictions? (Optional)

Yes No

(If **yes**, please provide details)

Thank you for completing this registration form. Once received, your registration request will be reviewed and checked against the design and registration criteria. We may contact you during this process, either via e-mail, by telephone or by letter, to further clarify and discuss your registration request.

Once we are satisfied that your request meets the design and registration criteria, you will receive a request for payment. You will not be asked to provide payment details until reaching this stage. Only after completing payment will your tartan design be included in the Register, and you will be issued with a certificate.

You will normally hear from us within five working days of receipt of your registration request.



The National Archives of Scotland, H.M. General Register House, 2 Princes Street, Edinburgh, EH1 3YY
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