

Diocesan Archives Fees for Services



The Diocese of Toronto Archives is the official repository for the records of Synod, its officials, clergy, parishes, and organizations. The Archives exists to preserve and make available the records of the Anglican Diocese of Toronto. There is no charge for members of the Diocese when carrying out official church business.

The following fees will apply for services rendered by the Archives. Prepayment may be required.

Certificates (typed or certified photocopy)

Those persons making a request will be required to identify their relationship to those named in the records and the purpose for which the record is being requested. **\$25.00 each.**

Signed letters from the Archivist confirming the results of a genealogical search cost **\$10.00 each.**

Historical/Genealogical Research

- If by **staff**, to a maximum of three hours. **\$30.00 for each hour.**
- If by **individual**, access is provided to legitimate researchers who must provide information about the records they are seeking. Browsing is not permitted, and access may be denied for privacy reasons.

All in-person researchers will pay a **\$5 cash fee**. Those who require extensive staff time and resources for their project will be required to pay an additional fee of **\$10.00 per hour**.

Photocopies and Microfilm Printouts

40 cents per page Copying may be limited.

Photographic Reprints and Architectural Drawings

commercial rate plus \$5.00

Fees payable in cash (in-person only), PayPal, e-transfer or by cheque unless otherwise stated. Please make **cheques payable** to the Anglican Diocese of Toronto, Attention Archives, 135 Adelaide Street, East, Toronto, Ontario, M5C 1L8

The Archivist reserves the right to waive the fees in certain circumstances.

Please note that any American cheques must be for the full amount provided by the archives: we do not accept cheques that have been reduced due to the exchange rate, as we do not have an American bank account and there are fees that we have to cover. If you are concerned about the

exchange rate between Canadian and U.S.A. currency, please submit payment via PayPal rather than by cheque.