



## REQUEST RELEASE ARCHIVING CERTIFICATE

To request an archiving certificate for a work by Marco Tirelli, and its subsequent inclusion in the General Catalogue of the Artist, please send the following material to the Marco Tirelli Archive:

- 2 color photographic prints of the front and back of the work (without frame and without glass), in double copy, of dimensions 24 x 18 cm;
- 1 high resolution photo in digital format (.tiff format, 300 DPI) of the front and back of the work to be sent by email to: [archivio@marcotirelli.com](mailto:archivio@marcotirelli.com);
- 1 color photographic print in which is enlarged the signature, any labels of galleries, inscriptions or particular signs of recognition present on any side or face of the work, including the frame;
- in the case of polyptychs, the above mentioned documentation must concern the polyptych as a whole (set up as indicated in the verso of the work by the Artist), and each individual element composing the polyptych;
- sheet of the work completed and signed (**Attachment 01**);
- any photocopies of previous certificates of authenticity;
- copy of any documents related to the work (articles, texts, press releases, invitations, posters, relating to exhibitions, etc.);
- information sheet for privacy completed and signed (**Attachment 02**);



- for the issue of the certificate of archiving the applicant must pay a sum equal to:  
euro 150 + VAT 22% for drawings and works on paper;  
euro 200 + VAT 22% for paintings;  
euro 250 + VAT 22% for sculpture, paintingsculpture, installation and polyptych;
- billing information form completed (**Attachment 03**);
- the transfer of the sum will be made using the following bank details:
- **IBAN IT82 OR 05696 03217 000005780X87 - Swift / Bic: POSOIT22**
- indicating the causal of the transfer: archiving works by Marco Tirelli;
- a copy of the bank transfer must be sent by e-mail to the following address:  
**archivio@marcotirelli.com**; upon receipt of the payment document of the requested documentary material, the certificate of archiving will follow.

The above mentioned material can be sent by recorded delivery to: **Archivio Marco Tirelli, via degli Ausoni 3, 00185 Rome-Italy**. At the end of the archiving procedure, the archiving certificate will be sent to the applicant by recorded delivery together with the invoice.

To protect the interests of the owners of the works, and in order to avoid the circulation of several copies of the same certificate of archiving, the Marco Tirelli Archive discourages the duplication of the certificates in case of loss or destruction. By chance, the Archive reserves the right to decide on the issue of a duplicate, and the applicants will be contacted directly for the necessary checks.

Archivio Marco Tirelli  
Cesare Biasini Selvaggi  
(the Curator)