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|  |  | ARTEFACT INFORMATION FORM (see instructions for completion at the end)- for reporting the find of a movable ancient object referred to in the Antiquities Act(295/1963) |
| Sturenkatu 2aFI-00101 Helsinki, Finlandtel. +358 295 33 6000http://www.nba.fi/en/index |  |   |

**1. ARRIVAL INFORMATION (**the arrival information is filled in at the National Board of Antiquities**)**

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| **Arrival date**:  | **Municipality**:  |
| **Reg. no.**  | **Base map sheet**:  |
| **Coordinates**:  | **n**  | **e**  | **z**  |
|  | **x**  | **y**  |  |

**DEAR FINDER OF AN ANTIQUITY**

Every antiquity or piece of one is important in studying the past of our country. These finds are particularly important when studying periods, from which no or very little written information has been preserved. The finds also provide important additional information on other periods. The find of an artefact can also be connected to the finding of a previously unknown ancient monument.

In accordance with the Antiquities Act (295/1963), all objects found in the ground that can be assumed to be at least one hundred years old must be delivered to the National Board of Antiquities for study as soon as possible without cleaning them and with detailed information on the circumstances of the find. If this is not possible, the National Board of Antiquities must be informed of the find without delay.

Sufficient information of the findspot is crucial for evaluating the significance of each find. For this reason, we ask you to fill in this artefact information form and send it with the find. Because there may be a dwelling site, a burial ground or some other ancient monument protected by the Antiquities Act at the findspot, the site must not be excavated without permission from the National Board of Antiquities.

If it is necessary to study the site by archaeological excavation, for example, this is discussed with the landowner. The aim is to conduct the research without causing unnecessary inconvenience, and any possible damage will be compensated for.

If the National Board of Antiquities decides to redeem the find, the finder is entitled to a compensation for the find. The compensation is determined by the nature of the item. If the find is donated to the collections, the finder receives a certificate of honour. Objects found within a known ancient monument are the property of the state without compensation in accordance with the Antiquities Act.

The finder may request that the find be placed in a local or regional museum or a similar public collection. Such a request is usually taken into account unless the find is not exceptionally important, provided that the management and facilities of the collections in question are appropriate for the purpose.

The National Board of Antiquities or a regional museum should always be consulted in all questions related to antiquities and ancient monuments.

**2. FINDER’S INFORMATION**

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| **Finder’s name**:  |
| **Postal address**:  |
| **Post office**:  |
| **E-mail address**:  |
| **Telephone**:  |
| **The finder’s name can be published on the website of the National Board of Antiquities** (please answer yes or no):  |

**3. INFORMATION RELATED TO REDEMPTION AND DONATION**

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| **Nature and description of the find** (axe, potsherd, ring, coin, buckle, etc.):  |
| **Information on the material of the find(s)** (clay/ceramics, bronze, iron, silver, stone, bone, horn, etc.):  |
| **The find is donated to collections:**  | **The find is offered for redemption:**  |
| **Request for the placement of the find**:  |

**4. BASIC INFORMATION ON THE FINDSPOT**

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| **Municipality**:  |
| **Village**:  |
| **Part of village**:  |
| **Property (name)**:  |
| **Property (register no.)**:  |
| **More specific name of the site (field, hill, heath, shore, etc.)**:  |
| **Location of the findspot (direction and distance) in relation to a church or another clearly defined known location**:  |
| **Distance (in metres, estimated) and direction of the findspot from the closest clearly defined location (house, boundary marker, crossroads, bridge, river, lake, etc.)**:  |
| **Location coordinates of the findspot (ETRS-TM35FIN)**: | **N**:  | **E**:  | **Altitude, m above sea level**:  |
| **Nature of the findspot (forest, field, rock, cobble deposit, lake bottom, alluvial land, bog, shore, bank, etc.) and soil (clay, topsoil, sand, etc.)**:  |
| **Attachments**: **- *a copy of the map (base map or a map of the property) and/or a hand-drawn map of the findspot******- if possible, photographs of the findspot******- if possible, photograph(s) of the find*** |

**5. INFORMATION OF THE LANDOWNER OF THE FINDSPOT**

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| **Landowner’s name**:  |
| **Address and post office**:  |
| **E-mail address**:  |
| **Telephone**:  |

**6. A MORE DETAILED DESCRIPTION OF THE TIME AND PLACE OF THE FIND**

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| **Time and manner of the find (working on the field, metal detection, taking sand, roadworks, etc.)**:  |
| **Observations at the findspot (there must not be any further digging at the site to make observations) such as mounds, rock piles, building foundations, rows of stones, pits and other structures that can be observed on the surface**:   |
| **Observations in the soil (there must not be any further digging at the site to make observations), such as burnt soil, carbon, soot, burnt rocks, coloured earth or other marks resulting from human activity**:  |
| **Observations of potsherds, quartz flakes, shards of burnt bone and slag or similar**:  |
| **Depth of find**:  |

**7. OTHER INFORMATION**

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| **Have there been objects found at the findspot or its vicinity before, and if so, when?**:  |
| **The current location of any objects that may have been found on site earlier**:  |
| **Old stories or lore related to the findspot or the nearby area**:  |
| **Who could act as a guide at the findspot (name, address, contact information)?**:  |
| **Additional information**:  |

**8. SIGNATURE**

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| **Date**:  | **Place**:  |
| **Sender/bringer of the object (name in block letters and signature)**:  |
| **Address and contact information of the sender/bringer of the object**:  |

**ATTACHMENTS: MAP COPIES, PICTURES OF THE FINDSPOT AND THE FIND(S)**

**INSTRUCTIONS FOR FILLING IN THE ARTEFACT INFORMATION FORM**

- Instructions for filling in the National Board of Antiquities’ artefact information form in order to report a find of a movable ancient object referred to in the Antiquities Act (295/1963)

The artefact information form is a document related to the find, and the information in it is recorded by the National Board of Antiquities. A carefully completed artefact information form provides sufficient information for processing the find. The form can be completed electronically and printed out. When completing the form electronically, the amount of text in the fields is unlimited. You can attach an unlimited number of pictures and map extracts electronically in the attachment section. If necessary, you can also order a paper form from the National Board of Antiquities.

The completed artefact information form is delivered with the find to the National Board of Antiquities. The find should be packed for the transport so that it cannot move. Good packing materials include resealable plastic bags, crumpled paper and a sturdy cardboard box, for example. You can send to the National Board of Antiquities by post free of charge, if you state at the post office that the delivery concerns a customer return. Found objects are sent to the following address: National Board of Antiquities Sturenkatu 2a, 00510 Helsinki. The following text is marked on the envelope or package: “Asiakaspalautus, sopimustunnus 610146” (Customer return, return ID 610146). If the find involves precious metals or jewellery, the National Board of Antiquities should be contacted to make a more detailed agreement on its delivery.

**Section 1. Arrival information**

- The section of the form is filled in at the National Board of Antiquities when processing the find.

**Section 2. Finder’s information**

- The finder’s name and contact information are filled in the form, including the postal address, post office, e-mail address and telephone number. The information makes it possible to contact the finder concerning issues such as redeeming the find or if additional information on the findspot is needed.

**Section 3. Information related to redemption and donation**

- The find(s) and the material, of which the find is made (if known), are described in the form in more detail.

- With the word ***yes***, information on whether the finder wants to donate the find or offer it to be redeemed is filled in the form. The National Board of Antiquities needs information about the issue as soon as the find arrives.

- You can add a wish regarding the placement of the find in the form. You can also leave the section blank.

**Section 4. Basic information on the findspot**

- General information on the findspot is filled in the form. The information is important in specifying the exact location of the findspot. The name and register number of the property can be left blank, if they are difficult to find.

- The location of the findspot in relation to its environment can be found by using a map, for example, in addition to making observations in the terrain. The distances can be measured on a topographic map on paper or on an electronic map. The location coordinates of the findspot can be found in the terrain using a GPS device or later with the MapSite service of the National Land Survey of Finland, for example. The coordinates are given in the ETRS-TM35FIN format.

- A paper map printout or copy is always attached to the form in addition to reporting the location information as coordinates, for example. Errors can occur while copying coordinate information.

The address of the MapSite service of the National Land Survey of Finland is <https://asiointi.maanmittauslaitos.fi/karttapaikka/?lang=en>. Find the location using the mouse (hold down the left mouse button) to move the map and the + and – buttons on the zoom bar (right –hand side of the screen) to zoom in and out.

Measuring distance: Find the location on the map. Click the ruler icon in the menu bar on the upper left-hand corner of the screen (‘Measure distance’ tool). Click on the location of the find on the map and then click on the location that you wish to measure the distance to. The tool will then display the distance in the map view.

Determining location coordinates: Find the location on the map. Click the square that says XY under the zoom bar in the right-hand side of the screen. Then click on the location of the find on the map. The coordinates of the location will then be displayed in the Coordinates window. You can verify the location on the map by clicking the Add marker button in the Coordinates window.

**Section 5. Information of the landowner of the findspot**

- The name and contact information of the landowner of the findspot are filled in the form, including the postal address, post office, email address and telephone number. The information makes it possible to contact the landowner concerning issues such as investigating the findspot.

**Section 6. More detailed description of the time and place of the find**

- General information on the findspot is filled in the form. The information is important in investigating whether there is an ancient monument at the findspot, among other things.

**Section 7. Other information**

- Filling in other observations and information on the findspot in the form is recommended. They may be crucial in assessing the find and the findspot.

- The information of a person who can act as a guide at the findspot is also important for reasons such as a possible inspection of the findspot. If the finder acts as a guide, a reference to Section 2 can be added. If the landowner acts as a guide, a reference to Section 2 can be added.

**Section 8. Signature**

- The form is signed and dated. For the contact information of the sender/bringer of the object, a reference to Section 2 or 5 can also be added, if necessary.