

# DIRECTIVE REGARDING THE PROCEDURES AND PRINCIPLES TO BE ISSUED FOR ENTRANCE TO MUSEUMS AND ARCHAEOLOGICAL SITES

## **Objective and Scope**

**Item 1:** This directive covers the procedures and principles for visiting museums and archaeological sites belong to the Ministry of Culture and Tourism and the arrangements for ticket and other forms of tickets that allow visiting museums and archaeological sites.

## **Foundation**

**Item 2:** This directive came into force by the Board of Directors” number 47 decision dated February 14th, 2020.

## **Entrance Fees**

**Item 3:** The entrance fee for the museums and archaeological sites are shown on the list attached to this directive.

## **Free Admission with Conditions**

**Item 4:** The following people are free to enter museums and archaeological sites by showing ID or some form of contract.

**4.1** -Students and children under age of 18 who are citizens of the Republic of Turkey and teachers who accompany students of this age group,

**4.2**- 65 years and older citizens of the Republic of Turkey,

**4.3**-Veterans and accompanying parents, spouse and children and relatives of martyrs' identity card holders,

**4.4**-Disabled people (both citizens of Republic of Turkey and foreign citizens ) and their companion (with a visible disability and/or disability document submission )

**4.5**- Soldiers and non-commissioned officers subjected to compulsory service

**4.6**- ICOM ICOMOS and UNESCO card holders

**4.7**- People with local and foreign press pass badges

**4.8**- Travel agency owners or managers in charge

**4.9**- Ministry of Culture and Tourism personnel and retirees and accompanying parents, spouses and children

**4.10**- Foreign children 8 years and under

**4.11-** The groups within the framework of Lifelong Learning Program Comenius School Partnerships and Erasmus Student Exchange Program and teachers accompanying these groups (free entry will be provided without seeking identification on condition that they present their contracts with their counterparts in our country)

**4.12-** People listed below who are in the province and the district where the museum and the archaeological sites are located;

**4.12.1-** Local authorities (in cities, governors and deputy governors in charge of culture and tourism. In provinces, governor of the provincial district)

**4.12.2-** Mayor of metropolitan, provincial, district and town and accompanying people up to 10.

**4.13-** Personnel of the Gendarmerie General Command and police forces affiliated with the General Directorate of Security, obliged to enter the museum or archaeological sites within the scope of official duty.

**4.14-** Customs Enforcement officers in charge of the fight against smuggling within the scope of activities carried out by the Ministry of Commerce to prevent smuggling of cultural and natural assets,

**4.15-** Teachers with valid identity card from primary and secondary schools belong to the Ministry of National Education (Excluding those working in private education institutions)

**4.16-** Ambassadors and consul generals serving in our country and their accompanying spouses and children can have free entrance to the museums and archaeological sites belong to the Ministry.

**4.17-** Provided that the students studying in the art history, archeology and museology departments of the universities submit a valid student ID card,

**4.18 -** Heads and chief prosecutors of high judicial courts and accompanying delegations

**Item 5-** Free admissions for the groups specified below are carried out with the permission certificate to be obtained from the Central Directorate of Circulating Capital Enterprise.

**5.1-** Deputy minister and higher level official delegations that state institutions and organizations are hosting with their own budgets, commanders-in-chief of armed forces, higher military missions, the spouses and accompanying officials of these delegations and security preliminary investigation committees,

**5.2-** Except for hosting in the scope of supporting International Congress Organizations and hosting provided only for city tour and/or transfer support, the guests and committees with their companions hosted by the central and international organizations and their affiliated associations in The Ministry of Culture and Tourism (Authority approval of hosting will be attached to the request letter)

**5.3-** Members of media and their companions hosted by the central and international organizations and their affiliated associations of The Ministry of Culture and Tourism (Authority approval of hosting will be attached to the request letter )

**5.4-** Foreign tour operators and foreign info groups approved by the Association of Turkish Travel Agencies,

**5.5-** Participants of the activities organized in museums and archaeological sites for contribution to the publicity of museums and archeological sites by the governorship of which the museum and the archaeological site is related, by Provincial Directorate of Culture and Tourism and/or Museum Directorate and by central units of the Ministry of Culture and Tourism,

**Item 6-** The entrance to the activities carried out with the allowance of museum and archaeological sites within the scope of Periodical Directive for Use are arranged as follows;

**6.1-**The provisions of this directive shall apply regarding the entrance fees to be applied in the activities being performed with the allocation of fees for museums and archaeological sites within the scope of the Periodical Directive for Use.

**6.2-** In the case of free allocation of museums and archaeological sites within the scope of Periodical Directive for Use, it is stated separately in the board decision of the Circulating Capital Enterprise related to whether the entrance fee will be collected from the participants or not.

**6.3-** In the case of museums and archaeological sites are allocated within the scope of the Periodical Directive for Use, one ticket tariff is applied for the groups of visitors participating in the event except for off days or working hours.

**Item 7-** The free entrance to the museum and the archaeological sites of the persons and groups mentioned below is carried out with the certificate of permission obtained from the relevant authorities.

**7.1-** Foreign national groups doing scientific research on the cultural assets of museums and archaeological sites shall submit the document granting permission obtained from the General Directorate of Cultural Heritage and Museums, and the

Turkish national groups shall submit the the document granting permission from the relevant directorates of museums to the ticket office.

**7.2-** Excavation and surface research teams working in museums and archaeological sites shall submit the the document granting permission obtained from the Directorate General of Cultural Heritage and Museums to the ticket office.

**7.3-** Individuals and groups permitted to shoot videos and photographs in the museums and archaeological sites shall submit the document granting permission, obtained from the Provincial Directorate of Culture and Tourism, to the ticket office.

**Item 8-** The free admission rights specified in the first and tenth paragraph of Article 4 of this Directive are not valid for visits to Yamaçevler in Ephesus and Dark Church in Goreme Open Air Museum sections.

## **The Principles of Use of Entrance Cards to Museums and Archaeological Sites**

**Item 9-** In addition to the tickets to museums and archaeological sites operated by the Ministry, cards with different features granting access are below:

**9.1-Müzekart:** Müzekart that can be obtained by citizens of the Republic of Turkey, the Blue Card holders subject to Law No. 5203, citizens of TRNC and people with “foreign identity number” settled in Turkey, provides limitless access to all museums and archaeological sites of the Ministry of Culture and Tourism for a year, except for Topkapı Palace Harem Apartment, Hagia Irene Monument Museum, Yamaçevler in Ephesus Archaeological Site and Dark Church in Goreme Open Air Museum sections. In addition, by offering ease of participation in cultural and art activities, it provides discounts at varying rates at the entrances to various private museums and cultural-tourist attractions, cafes and gift shops of these institutions.

With Müzekart+ and its versions (except MuseumPass cards), which gives the citizens of the Republic of Turkey the right to access the museums and ruins connected to our ministry, these places can be visited by December 31st, 2020: Topkapi Palace (except Harem section) under the presidency of the National Palaces Administration, Dolmabahçe Palace (except Selamlık section), National Palaces Painting Museum, Palace Collections Museum, Linden Palace, Maslak Palace, Aynalıkavak Palace, Küçüksu Palace, Palace and Yıldız Tile Factory.

**9.2- Müzekart+:** Müzekart+, which can be obtained by citizens of the Republic of Turkey, the Blue Card holders subject to Law No. 5203, citizens of TRNC and people with “foreign identity number” settled in Turkey, provides access twice a year to all museums and archaeological sites of the Ministry of Culture and Tourism except for Topkapı Palace Harem Apartment, Hagia Irene Monument Museum, Yamaçevler in Ephesus Archaeological Site and Dark Church in Goreme Open Air Museum, Sedir Island and Cinema Museum.

**9.3-** Müzekart can be provided to Turkish citizens above 65 years of age, tourist guides possessing the badge by the Ministry of Culture and Tourism, staff and retired staff of the Ministry of Culture and tourism and their parents, spouses and children with a price of ten Turkish Liras valid 1 (one) year. If requested by disabled citizens (except their companions), a 1-year-period Müzekart can be issued free of charge.

**9.4-** Discounts can be applied for bulk purchases related to entry cards. The discount amount and the discount rates are determined by the decision of the Board of the Central Directorate of Circulating Capital Enterprise.

**9.5- Temporary Müzekart+:** Offering the same opportunities as Müzekart+, this card can be obtained from museums and archaeological sites in cities that don't have Müzekart printing stations and is valid for one year from the date of receipt. This card is converted to Müzekart +in places where there is a Müzekart printing station. Temporary Müzekart+ has all the features that Müzekart+ has and Temporary Discount Müzekart has all the features that Müzekart does.

Temporary discount Müzekarts, which were supposed to be issued as original Müzekarts are not converted to the original Müzekart. However, if the owner of the temporary discount Müzekart is willing to pay the difference between the price of the temporary Müzekart and the original, that can be done.

**9.6- Müzekart+ Diplomatic:** This card, is given to the persons (and their spouses and children) with diplomatic status who work at foreign mission chief and representation offices, and has the same features as Müzekart+ and is issued by DÖSİMM the unit for monitoring ticket offices and their data.

**9.7- MuseumPass Card:** These cards provide a limited time and number of access to certain museums and archaeological sites of our ministry, as well as discounts and/or opportunities for certain cultural and artistic institutions and events in the province or region.

**9.8- Guide Card:** These cards provide access to museums and archaeological sites affiliated with our ministry to the action tourist guides licensed by our ministry in accordance with the Occupational Law No. 6326 and also have the features of Müzekart+

The transitions from the same museum and archaeological tours can be realized with the same card within 3 minutes.

**9.9- Local Card:** These cards provide free passage to travel or/ and do agricultural work for people in these areas who have real estates and property that are subject to private ownership within the boundaries of the archaeological sites under our ministry.

In order to obtain the local card, an application will be made to the head office where the mentioned place is located, and in case the head office approved list is sent to

the Central Directorate of the Ministry of Culture and Tourism Revolving Fund, a local card valid for 1 year will be issued free of charge to the right holders.

**9.10- Corporate Cards:** The corporate card is used by public institutions and organizations and foreign missions (diplomatic representations, consular representations, and International Organization representations [except honorary representations], universities, municipalities, public institutions and associations, professional chambers and commodity exchanges, law-related associations to visit museums and archaeological sites.

**9.10.1-** Corporate Cards are offered for sale in various price options. Institutions can buy multiple cards for different groups of visitors.

**9.10.2-** Corporate card applications are made to the Ministry of Culture and Tourism Central Directorate of Circulating Capital Enterprise together with the completed demand form and the receipt related to payment.

**9.10.3-** This card provides 20% discount entrance fee for the museum and archaeological sites which belong to our ministry and which have an electronic tourniquet system and hand terminal.

**9.10.4-** If the balance on the Corporate Card is less than the entrance fee and does not cover the ticket price, only one pass can be made at the tourniquet.

**9.10.5-** The remaining credit amount of the Corporate Card can be viewed on the tourniquet screens during usage and the details of all usage can be viewed on the internet by the related institution within 48 hours after the museum and the museum visit.

**Item 10-**In case Müze Kart, MüzeKart+ or Temporary MüzeKart are issued for ineligible card holders, the card issuing officer is held responsible. If unauthorized use of the cards is attempted or detected, the card is cancelled and no refund is made. No card is issued under their Turkish Republic identity number and name for 1 (one) year.

### **9.11 Müzekart Academia**

Müzekart Academia, which can be obtained by the students studying at universities affiliated to the Higher Education Institution and by the staff who are teaching members and faculty in these institutions, provides access to all museums and archaeological sites under the Ministry of Culture and Tourism twice a year, except for The Harem section of the Topkapi Palace Museum, Aya Irini Memorial Museum, Ephesus Archaeological Site, Yamaçevler, Goreme Archaeological Site.

## 9.12 Agency Card

This card provides discounts at the entrance of museums and archaeological sites under our ministry and can be used by Group A Travel Agency companies and/or authorized persons.

For the use of this card an account must be created by submitting the necessary documents on the agent PORTAL link on the website "<https://muze.gov.tr>" (Detailed description and terms of use are included in the related portal.)

Agents must use Agency card/cards during group entry. In the case of a third party for the purpose of individual use, according to the provisions of the Law No. 1618 and the Decree No. 256 of the Ministry of Culture and Tourism dated 26.06.2019 by the Central Directorate of revolving fund management shall apply the relevant provisions.

## 9.13 Müzekart, My First Card

Müzekart, My First Card, which can be obtained by citizens of the Republic of Turkey aged 18 and under for a price of ten Turkish Liras, provides limitless access for a year to all museums and archaeological sites under the Ministry of Culture and Tourism, except the Harem Section of the Topkapi Palace Museum, Hagia Irene Memorial Museum, Ephesus Archaeological Site, Yamaçevler, Goreme Archaeological Site- Dark Church sections.

### Other Items

**Item 11-** The opening and closing hours and holidays of museums and archaeological sites belonging to our ministry are determined in accordance with the provisions of the regulation on the Ministry of Culture and Tourism Regulations on Internal Services.

The museum and the archaeological sites are closed until 1 p.m. on the first day of religious holidays.

**Item 12-** Upon the entrance of museums and archeological sites, the tickets should be kept during the tour and shown during checks.

**Item 13-** At free entries, visitors under Article 3 of the Directive shall submit their identities/ contracts and visitors under Article 4 of the Directive shall submit their free travel permits.

**Item 14-** Museum and archeological personnel can ask Müzekart owners to present their identity if necessary.

**Item 15-** Group visits are notified in advance to the relevant Museum Directorates by the organizing institutions. Visits by student groups are carried out within the framework of the appointment taken from the relevant Museum directorates.

**Item 16-** It is possible to open the museums and archeological sites for visitor groups

of at least 20 people on off days and out of working hours if permission/approval is obtained from the Museum Directorate and double ticket tariff is applied. This number does not include people who have free visits within the group. If the number of visitors in group visits is 200 or more, single ticket tariff is applied.

**Item 17-** Exceptions which are not included in this directive and exceptions related to the matters included are determined by the decision of the Board of Directors of Circulating Capital Enterprise.