Application for Staff ID/Library/Security Access Control Card

Please take completed forms to the Security Control room on your campus between the hours of 1000-1400 Monday to Friday. Cards will be produced within 24 working hours

- All applicants should complete Section A and show either a contract of employment from Human Resources or a Visiting Academic Form from their Department.
- If you require your card to be programmed for Access Control then Section B must be completed and signed by your Head of Department or Building Manager.
- If you are an existing card holder and additional Access Control is required or the expiry date requires updating then a new form will be required
- If you wish to register to use Queen Mary Libraries, please take your card and a copy of this form to any Queen Mary Library

### Section A – Name and details of post held

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Duration of Contract/Visit From: To:

*(Please copy the above information from your contract as necessary)*

### Section B – Security Access Control requirements (if applicable)

Dates for which access is required

From: To:

Please specify named buildings or areas to which access is required (to be completed by Head of Department of other authorised person)

Signed by Head of Department or Authorised person

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Card number issued

Card issued by

Signed .................................................