

## 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

Name			
Post Held			
Department			
Site			
Duration of Contr	act/Visit	From:	То:

(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	Sign	Print

Card number issued	
Card issued by	