Staff ID Card Authorisation Form

UNIVERSITY OF LEEDS

Please bring this form plus additional identification when you cone for your ID card:

PRINT & COPY BUREAU
LEVEL 6, ROGER STEVENS BUILDING

To be issued with a Staff ID card the applicant must be registered with the University of Leeds. A payroll number or supporting documentation must be provided with this application form. Individual Honorary positions registered with the University of Leeds are also authorised to receive a staff ID Card.

Head of Department Authorisation. Please complete the appropriate sections and sign this form to authorise the issue of the identification card to your member of staff. For further information, please contact Service Manager on extension 32467 or email pcb@leeds.ac.uk

Cardholder Details Enter the cardholder's details below

Employee ID | | | | | | | | | | Enter an Employee ID number, if known or applicable (Employee ID can be found on payslip)

Title _____ **Initials** _____ **Library Category** _____
(ie Mr, Mrs, Miss, Ms, Dr, Prof) "A" for Academic-related staff (eg Dr, Prof)

Surname _____

Department _____

Ext _____

Card Issue Type Indicate New/Replacement card issue below

New Card Issue

New Staff ☐ **Visitor Only** ☐ **Temporary Appointment** ☐

Other Reason _____

Replacement Cards

Original Lost/Stolen ☐ **Original Damaged** ☐ **Change of Title, Name or Department** ☐
(State previous Title/Name/Department)

All replacement cards will incur a nominal £2.50 charge.

Library: If the card has been lost or stolen, and the cardholder is currently a library user, please inform the Library of the loss. A new barcode will be issued on the replacement card. The new number will require validation at the library.

To be completed by H.O.D. or Nominee only

Name: _____
(Block Capitals) (HOD or Nominee)

Position: _____

Signature: _____

Ext: _____

ID-CARD PRODUCTION USE ONLY:

Date _____