



Staff ID Card Issue Authorisation Form

UNIVERSITY OF LEEDS

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

**PRINT & COPY BUREAU
LEVEL 6, ROGER STEVENS BUILDING**

Head of Department Authorisation for Staff Identification Card. Please complete the appropriate sections and sign this form to authorise issue of the identification card for your member of staff. For further information, please contact Customer Services on ext. 32668, Fax ext. 32669 or email pcb@leeds.ac.uk

Cardholder Details Enter the cardholder's details below

| | | | | | |
|--------------------|---------------------------------|---|----------------------|--|----------------------|
| Employee ID | <input type="text"/> | Enter an Employee ID number, if known or applicable (Employee ID can be found on payslip) | | | |
| Title | <input type="text"/> | Initials | <input type="text"/> | Library Category | <input type="text"/> |
| | (ie Mr, Mrs, Miss, Ms Dr, Prof) | | | "A" for Academic-related staff (eg Dr, Prof) | |
| Surname | <input type="text"/> | | | | |
| Department | <input type="text"/> | | | | |
| Ext | <input type="text"/> | | | | |

Card Issue Type Indicate New/Replacement card issue below

New Card Issue

New Staff

Other Reason _____

Replacement Cards Please return original card:

- Upon receipt of new card
- A lost/stolen card is recovered
- Employee leaves the University

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

Other Reason _____

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. All replacement cards will incur a nominal £2.50 charge.

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

Name:
(Block Capitals) (HOD or Nominee)

Position:

Signature:

Ext:

ID-CARD PRODUCTION USE ONLY:

Card number

Date