University of East London

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# Access Control: Photo ID Card Request Form for Contract Staff

Please bring this form to Docklands, Stratford or USS Reception. Please note this form needs to be authorised by Security Management before a card is issued. Applications will normally be processed within 5 working days.

You will need to show some form of official ID e.g.: driving licence, debit or credit card, so your name can be verified.

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|---|---|
| **Contract Staff Name** | **Name of Sponsor:** |
| **Contact Number** | **Contact Number** |
| **Company Name** | **School / Service** |
| **Company Contact Number** | **Email Address** |
| **Duration Photo ID Card for Contract Staff Required** *(A photographic ID card will only be issued to contract staff who are working on Campus for more than 7 days. Please note contract staff cards will only be valid for a maximum of **6 months**).* | **(Temporary Dates)** **From** **To** |

**All UEL Staff are given general access to areas of the University. If you require specific access to restricted areas, please specify.**

Signature of Contract Staff ……..……

*(ID cards will not be issued without the Contract Staff's signature)*

Print Name of Contract Staff ……..……

Date ……..……..

**Approved by Dean of School/Director of Service**

Signature of Dean / Director ……  ……..……..

Print Name of Dean / Director ……Nigel Meeson…….....

School / Service ……DDT…….

Date ……

(ID cards will not be issued without the signature of the Dean/Director of School/Service. If the Dean/Director is absent then approval can be given by an Associate Dean/Director).

**PLEASE NOTE: By signing this form both the Contract Staff and Dean/Director are confirming that all details above are accurate.**

**Authorised by Security Management**

Signature …….

Date ……..……

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I confirm I have received a UEL Contract ID Card.

I confirm that I will not pass this card to any other person in my company, another member of UEL staff or any third party.

I confirm that I will return my UEL Contract ID Card to the Main Reception on expiry of the contract.

I confirm that I will notify the Main Reception immediately if I lose my UEL Contract ID Card (email: reception.docklands@uel.ac.uk marked urgent attention).

I confirm that I will comply with the University's Access Control Policy at all times.

All ID cards are the property of the University of East London and must be returned to the Main Reception at their request or on the expiry of the contract.

**Contract Staff receiving ID Card to fill in below.**

Name …….

Signature ……..…

Date …….