



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"/>
	(ie Mr, Mrs, Miss, Ms Dr, Prof)	Library Category	<input type="text"/>
			"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	<input type="checkbox"/>		
Other Reason	<input type="text"/>		
Replacement Cards		Please return original card:	
		<ul style="list-style-type: none">• Upon receipt of new card• A lost/stolen card is recovered• Employee leaves the University	
Original Lost/Stolen	<input type="checkbox"/>	Original Damaged	<input type="checkbox"/>
		Change of Title, Name or Department	<input type="checkbox"/>
		(State previous Title/Name/Department)	
Other Reason	<input type="text"/>		
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:	<input type="text"/>		
(Block Capitals)	(HOD or Nominee)		
Position:	<input type="text"/>		
Signature:	<input type="text"/>		
Ext:	<input type="text"/>		
ID-CARD PRODUCTION USE ONLY:			
Card number	<input type="text"/>		
Date	<input type="text"/>		