V5

Application form to apply for a
UEA Concessionary Access Card (including
multiple cards)

This application form is for use by UEA departments who have a need for generic concessionary access cards (i.e. cards that do not have an individual's name & photograph) to enable individuals to access UEA buildings or car parks on a short term basis of **less than one month**. **E.g.**

- **Accommodation office- to allow short term access to residences.**
- **Estates Division- to allow short term access to on-site contractors.**

In order to apply for generic cards, the UEA department must:

- Ensure that any applicant on campus for longer than one month applies for an individual campus card using the V4 application form, not the V5.
- Complete the V4 application form.
- Ensure that the form is validated by the Head of Department / School of the sponsoring UEA department who are on the visitor authorised signatories list.
- Submit the application form to the campus card point at the IT Helpdesk in the Library.

IMPORTANT: Please note that UEA concessionary access cards can not be produced immediately. Standard applications will be processed within 5 WORKING DAYS on receipt of your application form by UEA Library. Non standard applications (orders of 10 cards or more) may take 10-15 working days. It is recommended that you phone 01603 592419 to confirm your order is available prior to collection.

WARNING: *Mandatory field information is essential to the processing of the application. Failure to complete mandatory information may lead to delays in processing your application.

VALIDATION: If approved, your request is only valid for a maximum of 1 calendar year, after which time a new application must be submitted.

AUTHORISATION REQUIREMENT: This form must be authorised by the Head of Department / School as detailed on the authorised signatories list.

ACCESS RIGHTS: The requesting department should liaise directly with the relevant area(s) where access is required. The campus card service only has authority to grant Library access.

COST: Cards cost £10 each and payment must be made by providing a recharge code on the application. A £10 charge applies to replace lost cards.

MONITORING: Any UEA department making use of concessionary access cards must use a monitoring system as detailed in the Concessionary Access Campus card Policy which can be found at
http://www.uea.ac.uk/is/campuscardsitaccounts/concessionaryaccesscampuscardpolicy

NOTE: Campus cards remain the property of UEA Library and must be returned to the campus card point at IT Helpdesk when expired or on request.

You will need to show some photographic ID when you collect your card order from the campus card point at the IT Helpdesk.

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Contact. campus.card@uea.ac.uk   Author. KG revised CDB Oct 2011

Information Services

V5

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UEA Concessionary Access Card (including multiple cards)

UEA
University of East Anglia

ITEMS MARKED * MUST BE COMPLETED PLEASE PRINT CLEARLY IN BLOCK LETTERS / TICK AS APPROPRIATE	
*Sponsoring UEA Department:	
*Number of Cards Required:	
*Recharge Code:	
*Department:	
End date of cards (if less than one year):	
Card names take format of Dept (no) e.g. LIB (1) If more description is required please state here	

NOTE: Anyone on campus for 1 month or more must have an individual campus card and may not use a generic concessionary access card. Please use application V4.

In authorising this application form you also agree to:

- Provide a secure means of storing cards when not in use (e.g. a safe).

- Maintain a spreadsheet containing the following information:
  - Card number.
  - Person to whom card assigned.
  - Date card assigned.
  - Date card returned.

- Send a copy of the spreadsheet by the 15th of each month to campus.card@uea.ac.uk.

- Immediately advise campus.card@uea.ac.uk if a card is lost or stolen.

- Further information relating to concessionary cards is detailed in the Concessionary Access Campus card Policy available at
http://www.uea.ac.uk/is/campuscardsitaccounts/concessionaryaccesscampuscardpolicy

Authorisation only by sponsoring Head of School / Dept		
In signing this application you are sponsoring the individuals and authorising that they have a legitimate need to access UEA buildings.		
*PRINT NAME:		
*SIGNATURE:	*DATE:	
*PRINT JOB TITLE:		

OFFICE USE ONLY	
Date Received:	
Date Created:	
Created by:	
Updated by:	
Registration No:	

Information Services