Staff, Student and Visitor Access Form

This form must be completed in full, for your card to be activated, incomplete forms may result in delays.

Door Access is granted for Monday to Friday: 9am to 5pm. Unless otherwise stated.

Please submit the completed form to the janitor at the BHF GCRC reception

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| **Name** |  |
| **Status and number** | **Staff Number**  |  |
| **Student, please specify e.g. UG, MSc, PhD etc** |  |
| **Student Number** |  |
| **Visitor** |  |
| **Other (please specify)**  |  |
| **Start Date** |  |
| **Anticipated End Date**  |  |
| **Name of PI/Line manager/supervisor**  |  |
| **Signature (PI or Line Manager)** |  |
| **Date** |  |
| **Safety Induction Completed?** |  |
| **Approved By:****Head or Deputy Head of Admin/ Chief Technician** |  |

The section below to be completed, ONLY if out of hours is required.

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| **I certify the above person should be granted out of hours access** |
| **Reason / Justification for requirement to work out of hours** |  |
| **Authorisation (PI or LM must Sign)** |  |
| **Date:** |  |