

Vertas - Security Access Control

ID Card Application Form

This form is to be completed by any applicant requiring an ID Card. Building tours and health and safety inductions must be completed **before** access can be given to any swipe doors. Please contact your nearest security team to check the process for this. **This form must be completed accurately and in full.**

What do you need?

New Card

Amendment

Personal Details

Title: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Choose a PIN number (usually first 4 digits of birthday) Click or tap here to enter text.

Signature: Click or tap here to enter text.

Employment Information

Directorate: Not applicable

Job Title: Click or tap here to enter text.

Division: Click or tap here to enter text.

Contact Number / Ext: Click or tap here to enter text.

Permanent

Temporary

Part Time

Full Time

Do you require car parking access to Endeavour House/Constantine House/Landmark House/Phoenix House/West Suffolk House/Riverside (Lowestoft)? Please complete the appropriate car park deduction forms (ask Security Access Control for further information)

Declaration

I (applicant) consent to my details being stored on the system (GDPR compliance)

I agree for my details to be stored on the system

Departmental Authorisation

I (manager/authorised person) give authorisation that the above applicant requires access to the building specified as part of their job role

Signed: Teresa Halliday

Print: Teresa Halliday (Service Manager – Legal & Governance)

Date: Click or tap here to enter text.

Finance Code: 1131 – R4880

Security Access Control - office use only:

Access Level(s): Click or tap here to enter text.

Live Card: Yes No

Card Number: Click or tap here to enter text.

Charged: Yes No

Completed by: Click or tap here to enter text.

Date of Update: Click or tap here to enter text.

ID Badge Badge Holder ASPIRE Lanyard Standard Lanyard Yo-Yo Clip

Other (please specify): Click or tap here to enter text.

Please send your completed forms to **Security Access Control, Endeavour House**, confirming an internal delivery address so we can send you your ID card, or ask your manager to email the forms to strategic.security@vertas.co.uk (the email from your line manager acts as evidence of authorisation).

New employees will need to visit their nearest Security Access Control office to have their picture taken. Alternatively an appropriate photo can be emailed to the Strategic Security team.