

**TERMINATION CHECK SHEET FOR USERS, UPAS, COAS, VISC (TO BE RETURNED TO THE USERS' OFFICE)**

Opening hrs: Monday, Tuesday, Thursday, Friday : 08h30 – 12h30 Monday to Friday: 14h00 – 16h00

Closed Wednesday mornings

You must contact the UBS bank ([Bldg. 500](#)) in order to make the necessary arrangements regarding your bank account (if you keep your bank account open, be aware, that charges are debited monthly) and your new postal address.

Last day of work:

- Obtain signatures from the services you are concerned with.
- Come to the Users' Office bringing with you this Termination Check Sheet duly completed and all CERN documents

Name:			
Category : USER, COAS, VISC	Ident. No :	Department :	Departure date:

NEW ADDRESSES (in capitals)	
Private : _____ _____ _____ Tel. _____	Professional : _____ _____ _____ Tel. _____

Please leave an email address* for future contacts: _____

	Date	Signature
--	------	-----------

1	Installation Service Bldg 73,1-003 Tel. 74407 - 74493	K and CD special series French vehicle plates (green plates), removals and importation of personal effects into France and Switzerland		
2	Cern Library Desk Bldg. 52-1-052 Tel. 72444	Books to be returned		
3	Health Insurance UNIQA Bldg. 63 Tel. 72730	Information, Insurance extended on request (if applicable)		
4	Individual Dosimetry Service Bldg. 55, R-004 Tel. 72155 Email: dosimetry.service@cern.ch Business hours: Open mornings only from 8:30 to 12:00 am	Please return your dosimeter. You can consult the radiation dose records with HRT		
5	Radioactive Sources Service Bldg. 24, E-032 Tel. 73171 Email: service-rp-sources@cern.ch	Please contact the service in order to return or transfer the responsibility for your radioactive source(s). Number of sources to return: x		
6	Registration Service Bldg. 55 Tel. 76611	CERN (Access) Cards, Car Stickers to be returned		
7	Locks and Keys Service Bldg. 55, 02 Tel. 76658 - 79082	CERN keys to be returned		
8	Experiment/Group Secretariat	Instruments, tools, computers, mobile phone...		
9	Users' Office Bldg. 61 Tel. 76767	Swiss and French cards to be returned for the member of the personnel and his/her family, if applicable.		
10	Thesis submission To submit your thesis: https://cds.cern.ch/submit?ln=en&doctype=CTH	You are invited to submit your thesis. You can do it even after your departure. In case of problem with the submission, send an email to Sis.Prepteam@cern.ch		

* You may also use this email address to register to the CERN Alumni Network at <https://alumni.cern>.