



TERMINATION SHEET - Users, COAS, VISCs

To be handed over to the Users Office on your last day of work, duly completed and signed by the services concerned.

Users Office opening hours: Monday, Tuesday, Thursday, Friday: 8h30 to 12h30 and 14h00 to 16h00. Wednesday: 14h00 to 16h00.

Name:	CERN ID number:	Last day of work (DD/MM/YYYY):
Contact details for future correspondence:		
Address:		Phone:
		Email :

Service:	Action required:	Date and signature of the service :
<u>Registration Service</u>	Return your and your family's access cards.	
<u>Experiment / Group Secretariat</u>	Return your computer, mobile phone, tools, instruments and any other piece of equipment.	
<u>Individual Dosimetry Service</u>	Return your dosimeter. You can check your radiation dose record on HRT .	
<u>Radioactive Sources Service</u>	Return or transfer the responsibility for your radioactive source(s).	
<u>Mobility Centre</u>	Contact the French Customs Office to cancel your plates: Route de Genève, 01210 Ferney-Voltaire - Tel: +33 970273181 / +33 970273184 - cern-ferney-voltaire@douane.finances.gouv.fr Send the cancellation document provided by the Customs Office to: carplates.services@cern.ch	
<u>Installation Service</u>	Arrange the removal of your personal effects from France or Switzerland.	N/A
<u>Library</u>	Return borrowed items.	
<u>Locks and Keys Service</u>	Return your keys.	
<u>UNIQA Health Insurance</u>	Extend your insurance cover if applicable.	
<u>Users Office</u>	Return your and your family's Swiss and French cards.	

IMPORTANT NOTICE

If applicable, you must contact [UBS](#) directly to provide your new address and make all the necessary arrangements regarding your bank account. Note that monthly charges will apply should you choose to keep your account open.

TO DO NEXT

- **Submit your thesis to** library.desk@cern.ch before, upon or after your departure.
Should you encounter any issues with your submission, please contact: Sis.Prepteam@cern.ch
- **Join the CERN Alumni Network** by registering on [CERN Alumni](#).