



## 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.

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

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 <a href="#">HRT</a> .	
<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 - <a href="mailto:r-ferney-voltaire@douane.finances.gouv.fr">r-ferney-voltaire@douane.finances.gouv.fr</a> Send the cancellation document provided by the Customs Office to: <a href="mailto:carplates.services@cern.ch">carplates.services@cern.ch</a>	
<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](mailto:library.desk@cern.ch) before, upon or after your departure.  
Should you encounter any issues with your submission, please contact: [Sis.Prepteam@cern.ch](mailto:Sis.Prepteam@cern.ch)
- **Join the CERN Alumni Network** by registering on [CERN Alumni](#).