**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

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<th><strong>Name:</strong></th>
<th><strong>Category:</strong></th>
<th><strong>Ident. No.:</strong></th>
<th><strong>Department:</strong></th>
<th><strong>Departure date:</strong></th>
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<td><strong>NEW ADDRESSES (in capitals)</strong></td>
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<th><strong>Date</strong></th>
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| 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-024  
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  
CERN keys to be returned |
| 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: library.desk@cern.ch  
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 |