

22th March 2012

## To those who have not applied for glass badge renewal

Regarding new glass badge issuance to users who wish to visit J-PARC in April, we posted on Feb 29 on our web page announcement “Annual renewal of current ID card and Glass Badge registration”.

### **Glass badge registration after Mar 16th is as follows.**

Although deadline for application for renewal is Mar 16, application for new glass badge could be accepted as needed.

We might not pass glass badge to users on preferred day due to the end of the year procedures. So users would be requested to apply well in advance. If quick issuance is needed, let us know.

### **<How to apply after Mar 16>**

1. Download the form “Radiation Worker Registration Form” via User Support System.
2. Fill out the form, seal it and send it by mail to J-PARC Users Office.
3. After watching DVD Safety course (about 30 minutes), issuance of new glass badge is available.

The followings should be kept in mind.

- \* **Do not use the form “Worker Registration Form for Renewal (Japanese Fiscal Year 2012) which is the form for renewal.**
- \* Download the newest form via User Support System (our portal website).

### **For reference**

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