**Entrance / ID card handover form**

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| **Transferor** | **Transferee** |
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Card ID:

Card Type:

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| Handover notes | | | |
|  | | | |
| Place: | |  | |
| Date: | |  | |
|  | |  |
|  | |  |
| ………………………………………………………  Signature transferor | | ………………………………………………………  Signature transferee |
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