

Official use Only: _____ ID _____ EL _____

StepOutNet Visit Confirmation and application for Library Use

Once you have arranged a date for a school visit please confirm the details by completing this form, which will also give you access to the Library resources. Please note you will need to supply two passport photos and proof of your address to use the library. Your membership will expire on the day of the language taster.

Please print in block capitals

1. Your details

Title: Mr/ Ms/Mrs

First Name:

Surname:

Photo

Home Address:

Email:

Tel:

3. StepOutNet School Visit Details

Date of Visit:

Name of School:

School Address:

Name of contact at school:

**4. Data Protection Act**

The information you have supplied on this form will be held on a computer file. In accordance with the Data Protection Act the information will not be released outside the Japan Foundation except in statistical form.

5. Declaration

I declare that the information supplied on this form is true and hereby agree to abide by the Japan Foundation London Language Centre Library's regulations.

Signature: _____

Date: _____

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