

# How to fill in the form ...

## Application for special permit for employees of external companies

In general: All fields not marked with „optional“ are mandatory!

Please specify the type of application. For rewrites/changes or renewals, specify the number of the existing card. Also specify the location(s) for which the special authorization is to be valid.

Specify the range of the special permit.

To whom should the special permit apply? Name the external company, if applicable the subcontractor company and the authorized person.

Please specify the type of special authorizations and items/objects to be carried and justify where necessary.

Please fill in in PRINTED CAPITALS!

Page 1 of 2

Original | Page 1 of 2 | Version 11/2023



## Application for special permit for employees of external companies

Please fill in on PC or in PRINTED CAPITALS. If applicable, all information not marked „optional“ is mandatory. Only complete and legible applications can be processed. The applicant is solely responsible for the accuracy of the data.

New Application  Amendment  Extension

CHEMPARK site  DOR  LEV  UER Card Number

Note: Special permits can only be applied for if a CHEMPARK permit has already been issued and are only valid in conjunction with these.

Authorization to take along **only** for company's own material and devices  
(counter-signature from persons responsible at the external company)

Authorization to take along for company's own and CHEMPARK material and devices  
(Must be counter-signed by client in the CHEMPARK)

name of external company  
(reporting company)

If the employee belongs to a  
subcontractor company: company name

Name authorized person **MUSTER** First name authorized person **MAX**

CHEMPARK ID card no.  
authorized person

### Authorization

Limited to  Unlimited

**Photo permission**  
Must be counter-signed by client  
company in CHEMPARK

**Justification**

**Take along IT hardware**  
Device details required e.g. laptop

Device  
Manufacturer **LENOVO** Serial number **1234-1233-9087-7677**

**Take along data carriers**  e.g. hard drives, CD etc.

**Take along company documents**  Official documentation, documents

**Take along material**  Objects/Materials/Tools

Detailed information/designation of the objects/materials/tools taken along which makes it possible for the objects to be checked (on separate list, where applicable). The permit regulations valid for the CHEMPARK are to be observed for the authorization to take along samples using a special permit (max. 5 kg, no hazardous substances, no consumable material).

Standard processing time: 3 working days

Fill out this form completely, sign it, and email it scanned to:  
[werkschutz.sonderberechtigungen.lev@currenta.biz](mailto:werkschutz.sonderberechtigungen.lev@currenta.biz)  
[werkschutz.sonderberechtigungen.dor@currenta.biz](mailto:werkschutz.sonderberechtigungen.dor@currenta.biz)  
[werkschutz.sonderberechtigungen.uer@currenta.biz](mailto:werkschutz.sonderberechtigungen.uer@currenta.biz)

Detailed information on data protection is available at the gates or in the download area on [chempark.de](http://chempark.de).

[Continue](#)

Continue on Page 2 →

# How to fill in the form ...

## Application for special permit for employees of external companies

In general: All fields not marked with „optional“ are mandatory!

This is where your supervisor or a responsible person signs to approve the request.

This is where your client in CHEMPARK signs to approve the request.

Only fill in if you want to use the Quick Service for a fee.

Please fill in in PRINTED CAPITALS!

Page 2 of 2

Original | Page 2 of 2 | Version 11/2023



### Application for special permit for employees of external companies

Please fill in on PC or in PRINTED CAPITALS. If applicable, all information not marked „optional“ is mandatory. Only complete and legible applications can be processed. The applicant is solely responsible for the accuracy of the data.

#### Approval from person responsible at external company (reporting company)

Name	MEIER	First name	MELANIE
Telephone	02133 51 2345 678	E-Mail	M.MEIER@CURRENTA.DE

I confirm that the above information is correct. I declare that I have taken note of the safety and regulatory regulations at CHEMPARK and hereby instruct Currenta GmbH & Co. OHG to issue the ID.

01.12.2023 *M. Meier*  
Date Signature

#### APPROVAL OF CLIENT IN CHEMPARK

CHEMPARK partner company	Department
Name	First name
Telephone	E-Mail

I confirm that the above information is correct.

Date Signature

#### Option for immediate issuance

I would like to use the Quick Service for immediate issuance of the special permit by the ID card office, for which a charge is made.

If you use the Quick Service, the ID card office will prepare your permit as quickly as possible. As a rule permits can be collected on the same calendar day, but no later than the next working day. The service price can be found in our current price table at [www.chempark.de](http://www.chempark.de). Please contact our service hotline to find out the expected completion date and to arrange the collection date. Appointments can also be made at [fremdfirmen.chempark.de](http://fremdfirmen.chempark.de).

Leverkusen: 0214 / 2605 99315 • Dormagen: 02133 / 489 99315 • Krefeld-Uerdingen: 02151 / 88 99315

Date Name in PRINTED CAPITALS Signature

CHEMPARK special permits are the property of Currenta GmbH & Co. OHG and must be returned to the ID card office without being asked after completion of the job. Once their validity has expired, permits are automatically blocked. The monthly statement for the permit will be issued against a receipt at the ID card office of Currenta GmbH & Co. OHG until the permit is returned. If the permit is lost, a one-time service fee of €50.00 plus VAT will be charged per card. The permit may be withdrawn or blocked in the event of infringements of the safety and security regulations and/or the CHEMPARK traffic regulations and/or other regulations and laws.



Collection can only take place in person. An appointment is required for collection. You can make an appointment using the online tool either at [www.chempark.de](http://www.chempark.de) in the access section or directly via the link [www.qtermin.de/currenta-chempark](http://www.qtermin.de/currenta-chempark)

Standard processing time: 3 working days

Fill out this form completely, sign it, and email it scanned to:  
[werkschutz.sonderberechtigungen.lev@currenta.biz](mailto:werkschutz.sonderberechtigungen.lev@currenta.biz)  
[werkschutz.sonderberechtigungen.dor@currenta.biz](mailto:werkschutz.sonderberechtigungen.dor@currenta.biz)  
[werkschutz.sonderberechtigungen.uer@currenta.biz](mailto:werkschutz.sonderberechtigungen.uer@currenta.biz)

Detailed information on data protection is available at the gates or in the download area on [chempark.de](http://chempark.de).