

Announcement (Web Version)

Regarding implementation of the Security Access Control System for  
NAOJ Mitaka Campus buildings and laboratories

November, 2017

As a part of the enhanced security plan for NAOJ, from December 1<sup>st</sup>, 2017, Security Access Control System will be implemented to control access to buildings and labs at the Mitaka campus. In order to access these facilities, you must have an Access Card issued at the guard house by the main gate. Your cooperation and understanding will be highly appreciated on this matter.

1. Buildings and Laboratories with Access Control System  
NAOJ Mitaka Campus buildings and laboratories

2. Starting Date and Time  
December 1<sup>st</sup>, 2017 from 7:30am.

3. Method of Implementation

Access to the buildings will be controlled by Automated Lock and Access Card System.

All exterior building doors are locked 24 hours a day. Please use the Access Card to enter the facility.

- \* Please receive a temporary Access Card (for visitors) at the guard house.
- \* Scan the Access Card over the card reader to enter buildings and labs with access control system.
- \* To leave the facility, you do not need to scan the Access Card. (It locks automatically.)
- \* Please wear your Access Card neck strap at all times since buildings are locked 24 hours a day.
- \* Please return the Access Card and the neck strap to the guard house.

4. Procedure to obtain Access card

(1) For general visitors and contractors (Regardless of appointment)

Fill out the “Visitor Register Form” and have the Access Card (for visitors) issued at the guard house.

(2) For graduate school students (including inter-university graduate students and special inter-institutional research fellows), joint users and short stay residents

If you do not have an Access Card (which can be obtained by submitting the “Application Form for Long-term Access Card” to the General Affairs Section of the

Facilities Division), please fill out the “Visitor Register Form” at the guard house to receive a temporary Access Card (for visitors).

\*When entering the facility with a group of people, please have one representative complete the admission procedure. Presentation of personal identification is required for everyone entering the facility.

\*At the guard house, please present one of the following documents to confirm personal identification.

Driver’s License	Employee ID card, Student ID (w/ a photo)
Passport	Press Pass (w/ a photo)
Individual Number Card (Only need to show the front side)	
Basic Resident Register Card	
Health Insurance Card	
Disability Certificate with a photo issued by Government Agencies (i.e. Identification Booklet for the Disabled, etc.)	
Driving Career Certificate (Issued after April 1 <sup>st</sup> , 2012)	
Residence Card and Special Permanent Resident Certificate	

#### 5. Note

(1) If you have mistakenly taken the Access Card home

Please contact the General Affairs Section of Facilities Division (0422-34-3933), and return the Access Card directly to the guard house or send via post to the following address:

National Institutes of Natural Sciences  
National Astronomical Observatory of Japan  
General Affairs Section, Facilities Division,  
Administration Department  
2-21-1 Osawa Mitaka  
Tokyo, 181-8588

Access Cards that are taken home will be invalidated and will not be able to be reused.

(2) For further information regarding this announcement, please contact:

National Institutes of Natural Sciences  
National Astronomical Observatory of Japan  
General Affairs Section, Facilities Division,  
Administration Department  
2-21-1 Osawa Mitaka  
Phone 0422-34-3933