



ID Cards
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 University of New England
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Staff/Contractor ID Card Application Form

100 points of identification will be required to support this application. Please refer to the back of this form for the value of acceptable forms of identification. Identification can be presented at the ID Card office for verification. Applicants not attending campus must provide certified copies of identification when submitting this application.

| Applicant Details | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Application Type: | <input type="checkbox"/> Staff <input type="checkbox"/> Contractor | Staff Number: | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| First Name: | | Last Name: | | | | | | | | | | | | | | | | | | | | | |
| Position: | | Department/ Company: | | | | | | | | | | | | | | | | | | | | | |
| Phone Number: | | Email: | | | | | | | | | | | | | | | | | | | | | |

| Company Details (Contractors Only) | | | |
|------------------------------------|---|------------------------|-------|
| Postal Address: | | City/Suburb: | |
| | | State/Postcode: | |
| Collection: | <input type="checkbox"/> I will pick-up my ID card from the ID Card office. <input type="checkbox"/> Please post my ID card to the address provided above. | | |

| Approval (Head of School/Head of Cost Centre/Head of Directorate) | | | |
|---|--|-------------------------------------|-------|
| Employment: | <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Full-time <input type="checkbox"/> Casual | Expiry Date: (if applicable) | / / |
| Name: | | Position: | |
| Sign: | | Extension: | |

| Declaration | | | |
|--|-------|--------------|-----|
| <i>I certify that the information provided above is true and correct. I understand that any card/s issued to me remain the property of the University of New England and must be presented to an approved officer upon request. I understand that if the card is lost, damaged, or becomes unusable in any way it is my responsibility to have it replaced and that I am liable for the costs associated with replacement. I understand that if I require Electronic Access to be associated with this card it is my responsibility to obtain the necessary approval and submit an Electronic Access Request Form to the relevant administrative area.</i> | | | |
| Signature: | | Date: | / / |

| Official Use Only | | | |
|----------------------|-------|------------------------|------------------------------|
| Processed by: | | Site Induction: | Yes <input type="checkbox"/> |
| Date: | | ID sighted: | Yes <input type="checkbox"/> |

100 POINTS OF IDENTITY

70 points

Passport
Birth Certificate
Citizenship Certificate

40 points

Current Australian Driver's Licence
Student Identification card issued by an educational institution
Pension or Government Health Care Card, Public Service ID card
Government issued licence (e.g. boat, pilot)
University staff photo identification card
International English Language Testing Scheme results (IELTS)

35 points

Current Council Land Rates
Letter from a current employer (Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee)

25 points

Medicare card
Credit card
Financial institution cash card or passbook
Council rates notice
Electricity, gas or telephone bill
Tax assessment notice
Foreign driver's licence
Membership card (e.g. club, union, trade/professional body, library, video library)
Rental receipt or statement from landlord, real estate agent or University College
Marriage Certificate
Divorce decree
Name and address verified from electoral role
Deed Poll registered with the relevant authority
National Identification card (verified by UNE International Office)

*Original documents are **not** to be sent to the ID Card Office. Original documents may be viewed by Staff in the ID Card office for verification.*

*Documents sent by mail are to be copies **only**. Copies must be legible and certified by an authorised person.*

An authorised person may include a Justice of the Peace, Public Notary, Police Officer, Sheriff, Registered Medical Practitioner, Bank Manager or Minister.