Staff/Contractor ID Card Application

Identification will be required to support this application such as a valid Australian drivers licence, passport or proof of age card. Original documents may be viewed by Security Staff 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 Justic of the Peace, Public Notary, Police Officer, Sheriff, Registered Medical practitioner, Bank Manager or Minister.

Applicant Details

Applicant Type: Contractor   Staff   ID No.

First Name   Last Name

Dept/Company   Position

Postal Address   City

State   Post Code   Phone

Email

I will pick up my ID card from the Safety, Security & Information office

Please post my ID card to the address provided above

☐ 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 and Electronic Access Request Form to the relevant administrative area.

Signed by Applicant   Date   /   /

Approval Details (Head of School/Head of Directorate/Cost Centre Manager)

Application is: Part-Time   Full-Time   Contract   Casual   Expiry: /   /

First Name   Last Name

Position   Phone/Ext

Signed by Approver   Date   /   /

Office Use Only

Site Induction: Yes   No   N/A   ID Sighted: Yes   No

First Name   Last Name

Signed by the Office   Date   /   /