



# Staff/Contractor ID Card Application

ID Cards  
Building C18, Union Complex  
University of New England  
Armidale NSW 2351  
security@une.edu.au | 6773 2099

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 to Safety, Security & Information for verification. Applicants not attending campus must provide certified copies of identification when submitting this application.

## Applicant Details

Applicant Type	Contractor	Staff	Staff /Contractor No.	<input type="text"/>
Full Name	<input type="text"/>			
Position	<input type="text"/>			
Dept/Company	<input type="text"/>			

## Contact Details

Postal Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Post Code	<input type="text"/>
Phone Number	<input type="text"/>		
Email	<input type="text"/>		
Collection	I will pick up my ID card from the Safety, Security & Information office Please post my ID card to the address provided above		

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

Application Type	Part-Time	Full-Time	Contract	Casual
Expiry Date	<input type="text" value="/"/> <input type="text" value="/"/>			
Full Name	<input type="text"/>			
Position	<input type="text"/>		Phone/Ext	<input type="text"/>
Signed	<input type="text"/>		Date	<input type="text" value="/"/> <input type="text" value="/"/>

## Declaration

- 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  Date  /  /

Full Name

## Office Use Only

Site Induction Yes No N/A

ID Sighted Yes\*

Signed  Date  /  /

Full Name

## 100 Points of Identity

For more information on proof of identity please visit <https://www.nsw.gov.au/driving-boating-and-transport/driver-and-rider-licences>

### 70 Points

- Passport
- Birth Certificate
- Citizenship Certificate

### 40 Points

- Current Australian Driver's Licence
- Student Identification Card issued by an education 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 an 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 roll
- Deed Poll registered with the relevant authority
- National Identification card (verified by UNE International Office)

Original documents are **not** to be sent to Safety, Security & Information. 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 Justice of the Peace, Public Notary, Police Officer, Sheriff, Registered Medical practitioner, Bank Manager or Minister.