

ID CARD REQUEST FORM

PF632

Note: On arrival at the ID card services location the Applicant must provide proof of identity in the form of photo identification (e.g. driver's licence, passport, 18+ card, etc.).

A. APPLICANT DETAILS

First Name:		Last Name:	
UQ Username:		Org Unit Name:	
Category:	UQ Staff <input type="checkbox"/> (must be in Aurion)	Visitor <input type="checkbox"/>	Contractor <input type="checkbox"/> Other <input type="checkbox"/> (UniQuest, UQ Health Care, etc.)
Reason:	New <input type="checkbox"/>	Lost/Stolen <input type="checkbox"/>	Replacement <input type="checkbox"/> Name Change <input type="checkbox"/>

Card accessories (plastic card holders, lanyards, retractable clips) can be purchased via UQeMarket
<https://staff.uq.edu.au/information-and-services/finance/procurement/emarket/access>.

B. NEW CARD REQUEST AUTHORISED BY REPRESENTATIVE

The 'Representative' is the person in the Organisational Unit responsible for organising the Applicants ID card.

First Name:	Last Name:
Org Unit Name:	Position Title:

I hereby acknowledge that all information supplied by me on this form is complete and accurate.

Signature:	Date: / /
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C. REPLACEMENT CARD REQUEST AUTHORISED BY MANAGER

The 'Manager' is Manager or Head of Organisational Unit.

First Name:	Last Name:
Org Unit Name:	Position Title:

I hereby acknowledge that all information supplied by me on this form is complete and accurate.

Signature:	Date: / /
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Locations and times:

St Lucia	Info Point, Campbell Place	Monday to Friday 8.30am – 5:00pm
Gatton	Student Centre, NW Briton Admin Centre, Building 8101A	Monday to Friday 8.30am – 4.30pm
Herston	Student Hub, Level 5, Oral Health Centre	Monday to Friday 8.30am – 4.30pm

Internal Use Only

Date: / /	Issuing Officer:	Signature:
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ID Type Accepted:

Privacy Statement

The information on this form is collected for the primary purpose of processing your request for an ID card. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information, please consult the UQ Privacy Management Policy at <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>.