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 ☐ (must be in Aurion)	Visitor ☐	Contractor ☐	Other ☐ (UniQuest, UQ Health Care, etc.)

Reason:	New ☐	Lost/Stolen ☐	Replacement ☐	Name Change ☐

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: / /

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: / /

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:

ID Type Accepted: