

# Staff ID Card Request Form

Attach Photo  
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If you are located on campus at Ourimbah, Callaghan or the City Precinct you **SHOULD NOT** complete this form. Staff ID cards can be obtained from the Student Hubs or Infrastructure and Facilities Services.

Please provide a clear passport sized photograph (entire face and shoulders shown) to avoid delays in processing. The reverse side of the photo must state your name, staff number and be certified by a Justice of the Peace.

In addition, you must also provide sufficient certified evidence of identification before a Staff ID Card can be issued. Please provide certified copies of the documents listed below (regardless of whether you have already provided them as proof of working rights).

Either:

- a valid Passport, or
- Birth Certificate (not extract) **AND** a current Australian Driver's Licence or RTA Proof of Age Card.

Please also provide proof of name change if your current name differs from the above documents.

## LOCATION

- |                                         |                                                      |
|-----------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Singapore      | <input type="checkbox"/> Sydney CBD                  |
| <input type="checkbox"/> Port Macquarie | <input type="checkbox"/> Other remote location ..... |

## STAFF MEMBER DETAILS

Staff No: ..... Date of Birth: .....

Family Name: ..... Other Name(s): .....

Faculty/Division: ..... School/Unit: .....

Postal Address: .....

Suburb: ..... State: ..... Post Code: .....

Country (if not Australia): ..... Contact No: .....

Signature: ..... Date: .....

Email: .....

Supervisor Name: .....

Supervisor Signature: ..... Date: .....

**Post this form with copies of certified documents to:**

Staff ID Cards  
Infrastructure and Facilities Services  
Services Building  
The University of Newcastle  
University Drive  
CALLAGHAN NSW 2308  
AUSTRALIA

### Office Use Only

ID checked: .....  
Card Printed Date: .....  
Card Sent Date: .....