

Photo ID Card Request Form



Southern Cross University

You need an ID card to:

- Borrow from the library
- Attend exams
- Access computer labs and other approved University buildings after hours
- Use the SCU print/scan/copy system

How do I get my card?

On-Campus:

- Take your completed form to any of our campuses (listed at the bottom of this form)
- Remember to bring some photo identification
- Your ID card will be made while you wait or your campus will arrange for you to collect it.

By Email:

- Send your request from your SCU email account with a recent passport style photo, a copy of your photo ID (e.g. driver's licence or passport), your campus, and the course in which you're enrolled.
- Send your request to: **idcard@scu.edu.au**
- Your ID Card will be sent to your contact address.

By Mail:

- Complete, sign and date the form
- Attach 1 recent passport-style photo. Print your name and student ID on the back
- Include a photocopy of your photo ID (e.g. driver's licence or international passport)
- Send to:
ID Card Unit
Southern Cross University
PO Box 157
LISMORE NSW 2480
- Your ID card will be sent to your contact address.

Lost or Stolen Cards

A \$20 replacement fee applies to lost or stolen cards. This is payable at the campus cashier or by cheque made payable to Southern Cross University. Attach your receipt to this form. The replacement fee will be waived if you provide a police event number for a stolen card.

Family Name

Given Name/s

Student/Staff ID Number

- Student
 Staff Member
 Contractor

Date of Birth

Day Month Year

Course

Campus/Location

- Lismore Gold Coast Coffs Harbour
 Online Hotel School Sydney

Reason for requesting ID card (tick one)

- New Card Lost/Stolen Card
 Expired Card Other (specify)

Declaration: I declare the information provided is true and correct.

Signature

Date / /

The personal information you provide on this form is protected by the Privacy and Personal Information Protection Act 1998 (NSW) (PIIP Act). SCU will store this information and the photograph taken for the ID card in one or more of its computer systems, as is appropriate in your circumstances (i.e. as a staff member and/or a student in a particular course). SCU will only use and/or disclose this information in accordance with the PIIP Act or as otherwise authorised or required by law. For more information regarding SCU's privacy obligations and practices visit scu.edu.au/privacy. By signing this form you are agreeing to the Terms and Conditions outlined at scu.edu.au/idcards

Locations and Enquiries for ID Cards

Lismore campus

Student Centre
Goodman Plaza
Military Road
East Lismore NSW 2480
Phone: 1800 626 481

Coffs Harbour campus

Student Centre
Ground Floor, Block M
Hogbin Drive
Coffs Harbour NSW 2450
Phone: 02 6659 3777

Gold Coast campus

Shared Services Hub
Southern Cross Drive
Bilinga Qld 4225
Phone: 07 5589 3001

The Hotel School Sydney

60 Phillip Street
Sydney NSW 2000
Phone: 02 8249 3200

The Hotel School Melbourne

Level 3, 399 Lonsdale Street
Melbourne VIC 3000
Phone: 02 8249 3200

Office Use Only

ID Confirmed:

Card produced by:

Date:

Photo Ref #:

Posted/Collected Date: