

ACCESS CARD REQUEST



ID N°

Family Name Given Name(s)

**PLEASE PRINT CLEARLY
IN CAPITAL LETTERS**

Email

Declaration *I hereby acknowledge that the information I have supplied is correct and that I have read and understand the following conditions of use, and will abide by those conditions:* Ext *Staff Only

- * **That the card is for my own personal use and can not be given to others**
- * *That should I mis-use the card, I will forfeit the card and any access it grants*
- * *That if I lose the card I will immediately report the loss to Security (ext 85000) or my Department*
- * *That I will produce the card, and/or surrender it, at any time if requested by any Unisafe officer*
- * *That I will return the card to the Issuing Department or Security when it is no longer required*

Signature *Date*

Are you? Student Staff Visitor or Contractor

Notes on access card issue:

- * Cards are issued by the Department
- * Most cards provide all the access a person needs without needing a 2nd card, although there are a few exceptions
- * Deposits are payable/refundable as per current Departmental policy
- * Deposits paid prior to 2005 can be reclaimed by completing a Key/Card Return form, attaching the original card, and handing the form in to Security
- * Cards appearing faulty should be first reported to the Department
- * Contact access@auckland.ac.nz for queries.

Access Requirements:

New Card Card N° Issued

Existing Card → (Original) Card N°

Replacement Card →

↓

Card Replacement Fee may be required by Department

New or Existing Cards only

Replacement card access will be as per original card

Cross out ALL blank spaces!

Building	Door Group
	Lift Group
	Alarm/3cardswipe

Start date Expiry date

Authorisation

HOD/Manager Approval <input type="text"/> <small style="text-align: center;">Name (Print)</small>	Issuing Department <input type="text"/>
<input type="text"/> <input type="text"/> <small style="text-align: center;">Signature Date</small>	Contact (Admin) <input type="text"/>
	Email <input type="text"/> @auckland.ac.nz
	Ext <input type="text"/>

Department Use Only

Card issued on _____ date by: _____ Collected on _____ date by: _____