REQUEST FOR REPLACEMENT ID CARD

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Complete the following:

FAMILY NAME _____ GIVEN NAMES (in full) _____

STUDENT NUMBER _____ DATE OF BIRTH (d/m/yy) _____

PROGRAM (e.g. BA) _____ ATTENDANCE/MODE (e.g. Full-time/Internal) _____

I certify that I require a replacement card for the following reason (*tick box*):

☐ lost   ☐ destroyed   ☐ stolen   ☐ damaged   ☐ name changed

and that I am entitled to a replacement card in order to comply with the University's policies and procedures so far as they apply to me as a student of The University of Queensland. I understand that any attempt to fraudulently obtain an ID card will be dealt with under the University's policies and procedures, and/or referred to law-enforcement agencies.

…………………………………………………   …………………………...
Signature of Student   Date

IF YOUR CARD HAS BEEN LOST, DESTROYED OR DAMAGED, a $20.00 replacement fee applies. Please complete the payment slip at the foot of the page and make payment to PF Assist at St Lucia (Ground Floor, Prentice Building). Gatton students pay at the Cashier/Post Office and then lodge the receipted form at the Student Centre. You may also pay online at UQ Payments

STUDENTS MUST PROVIDE THE FOLLOWING EVIDENCE OF IDENTIFICATION
One of the following: Passport, Drivers license, 18+ card or other Government-issued Photo ID.

IF YOUR REQUEST IS DUE TO YOUR CARD BEING STOLEN, please take your police report to PF Assist and your replacement will be issued free of charge.

IF YOU ARE AN EXTERNAL STUDENT, please complete this form and mail it along with payment to PF Assist, Level 2, Prentice Building, The University of Queensland, 4072. The $20 replacement fee can be made by either cheque or money order or paid online. Please ensure you include a return mailing address so the card can be posted to you.

IF YOUR REQUEST IS DUE TO A CHANGE OF NAME, a new card can be issued free of charge upon acceptance of the evidence of your name change by the Student Centre. You must submit certified documentary evidence by mail to the Student Centre, Level 1 JD Story Building, St Lucia 4072. Allow 3 working days for this to occur. Alternatively, you can present the original documents in person to the Student Centre at either St Lucia, Gatton or Herston.

Take this completed form to PF Assist at St Lucia (Ground Floor, Prentice Building), or the Student Centre at Gatton or Herston.

Privacy Statement
The information on this form is collected for the primary purpose of processing your request for a student 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

OFFICE USE

Verification of change of name and fee waiver……………………………… (Initial and Stamp - Student Centre)

PLEASE COMPLETE BUT DO NOT DETACH
THE UNIVERSITY OF QUEENSLAND - REPLACEMENT ID CARD PAYMENT SLIP

Received from (name)………………………...

Student Number ………………………………

	$	c
Cash		
Cheque		
EFTPOS		
TOTAL $		

June 2018