ID Card Request Form

Please return to Ask Adelaide via email at idcards@adelaide.edu.au

Faculty/School/Department ……………………………………….   Campus …………………….…………

Please indicate reason code on the table below:

V	Visitor Departmental Access Card $20
V1	Visitor Photo Access Card $20
V2	Replacement Visitor Access Card $20
C	Co-Location Card (AWRI, CSIRO, PIRSA, SARDI) $20
C2	Replacement Co-Location Card (AWRI, CSIRO, PIRSA, SARDI) $20
SC	First University Staff Card (Casual Staff) $20
S2	Replacement University Staff / Student ID Card $20

Surname	First Name	Student/Staff Number	Reason Code

Delivery Method	Card holder to pick up ☐ / Forward in internal mail ☐ ……………………………………………………………………………………………………… ………………………………………………………………………………………………………
Account to Charge: Department Code/ Project Code	UNIAD 3115 ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

- **Please provide an account code for all orders. There will be a delay in processing if this is not provided or is completed incorrectly.**

- **If you are ordering new cards which also require building access you will need to submit a Building Access Request Form located online once you have received the new cards: https://www.adelaide.edu.au/infrastructure/campus-services/build-grounds/access/**

- **Ask Adelaide will contact you (or the cardholder/s) when your request has been processed or is ready to be processed**

Name of Authorising Delegate: ……………………………………..   Contact Number: …………………………

Signature of Delegate: …………………………………………….   Date: ……………………………………