

University of St Andrews Retired Staff ID Card Request Form

The University provides credit card-sized ID card for staff and students. Cards are valid for the entire duration of a contract and serve a number of functions:

1. Personal identification and confirmation that you are a member of staff at the University of St Andrews.
2. Swipe card for access to many University buildings, for example the Old Union Building.
3. Library card. The barcode and 10 digit number on the rear of the card is used solely by the Library for maintaining your Library record.

Staff cards are authorised for issue on the start date of your contract. There are three methods of requesting an ID-Card.

1. Completion of this form and its return to the address below. Business Improvements will contact you to arrange a photographic session in College Gate, at which time you will be photographed and a card will be printed whilst you wait, and issued to you in person.
2. Completion of this form and its return to the address below with a **colour** passport style photograph attached your card will be produced and sent out to your department as soon as possible after your start date. Please retain the tear off strip at bottom as a reminder of contact details should your card not reach you within three days of your contract start date.
3. E-mail a **colour** jpeg image to idcards@st-andrews.ac.uk including a note of all the personal details as requested below. Your card will be produced and sent out to your contact address as soon as possible after your start date. Please retain this form as a reminder of contact details should your card not reach you within three days of contract start date.

Photographs should be:- recent - taken against a light background so that your features are clearly distinguishable against the background - full face without sunglasses and normally without any head covering, unless one is worn for religious beliefs, in accordance with UK passport rules which can be found at: <http://www.ips.gov.uk/passport/downloads/photos.pdf>

Please complete the following details:

Personal Details as registered with Human Resources

Surname

Forename

Title

e.g. Mr/Mrs/Prof/Dr

Contact Address

Contact Telephone number

FOR OFFICE USE

Card Reference

Library : All staff are entitled to use of Library facilities for which a Library Reference number is printed in numeric and barcode formats on the reverse face of the ID cards.

Access Control : Certain areas will require use of a four-digit Personal Identifier Number (PIN) as well as swiping your card through a card-reader. PINs are automatically generated as a sequence of four random digits, you will be notified of your PIN number if you need access to these areas. Swipe card data is routinely kept by the University and may be used by University administration in matters relating to building access or security.

Please sign and date.

Signature _____ Date _____

When all information requested on the form has been completed, please return it to:

Human Resources, University of St Andrews,, College Gate, North Street, St Andrews.



Please retain this slip for your information and contact Human Resources 01334 462566 if you have not received or been contacted about your card within 10 working days of your application