



## COVID-19 Staff Card Application Temporary Form

Due to COVID-19, your staff card will be posted to the nominated address below. A tracking number will be provided once your card has been dispatched.

### STAFF DETAILS - Please print CLEARLY

Legal Last Name	_____	Legal First Name	_____
Second Name(s)	_____	Title	_____
Date of Birth	_____	Staff No.	_____ <i>or provide letter of appointment</i>
Phone (W)	_____	Phone (Mobile)	_____
Address	_____ _____ _____		
Email Address	_____		
Signature	_____	Date	_____

Please provide the following documentation to ensure your staff card application will be processed.

- ☐ **Passport-style photo (please attach if relevant).**
  - Refer to Photographic guidelines below
- ☐ **Copy of your valid passport, driver's licence or NSW photo card**

---

**PLEASE EMAIL TO (all emails must be sent from your University email account)**

university.cards@sydney.edu.au

### **Privacy Statement**

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.  
Routine corrections, changes and enquiries should be directed to:  
Student Centre, email: [university.cards@sydney.edu.au](mailto:university.cards@sydney.edu.au)

## Staff card photo guidelines

- Photographs can't be more than six months old.
- Passport style, good quality with no marks on image.
- Plain background.
- Appropriate brightness and contrast and show your skin tones naturally.
- Sharp, clear focus.

### The photograph needs to:

- show complete head and neck
- show you looking straight at the camera (no tilted head)
- be taken with a natural expression (no laughing or frowning)
- show your eyes open and clearly visible (no hair in eyes).

### Head coverings

The photograph needs to show you without any hat or other head covering. If you wear a head covering for religious reasons, a photograph will be accepted but your facial features need to be clearly shown.

### Example photographs



**YES**

*Correct photograph*



**NO**

*Busy background or other people in shot*



**NO**

*Sunglasses, unnatural expression, or hands in shot*



**NO**

*Glasses or hats on head*