

**Cardax Electronic Access Application**

Please specify home campus

City East  
  City West  
  Magill  
  Mawson Lakes  
  Other \_\_\_\_\_  
(ie FLC/101 Currie St)

New Card   
 Amend Current Card   
 Card Number \_\_\_\_\_

All information must be submitted and accurate or application may be rejected. This form CAN NOT be used for access to CE/CW parking. Please use FMA-042 Transit Parking Application form.

Surname \_\_\_\_\_ First Name \_\_\_\_\_  
 Staff Payroll ID \_\_\_\_\_ Student I.D. \_\_\_\_\_  
 Work Extn: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Div/School/Unit \_\_\_\_\_ Program Code \_\_\_\_\_  
 Staff / Student/ other \_\_\_\_\_ 24hrs/ other \_\_\_\_\_

**Access Required**

Campus \_\_\_\_\_ Level/s \_\_\_\_\_  
 Building/s \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Application Approval**

This approval is given on the understanding that the access applied for is within my work area/s. I accept my obligations in respect to the University Occupational Health, Safety & Welfare Policy.

**Head of Division/School**  
 Manager Unit (Print) \_\_\_\_\_ Date: \_\_\_\_\_  
 (Sign) \_\_\_\_\_ Date: \_\_\_\_\_  
 I accept the terms and conditions as attached  
 Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY - SECURITY TO COMPLETE**

Processing Officers Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Issuing Officers Name: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT INFORMATION. PLEASE RETAIN THIS PORTION**

**How to Operate Card:**

Swipe your access card through card reader.  
 Enter PIN Number  
 Press " IN "

**What to do with a Faulty Card:**

Report to Security to enable your card may be rectified or replaced.

**Lost, Stolen or Damaged Cards:**

Must be reported to Security immediately. A replacement card will be issued upon new application being submitted.

**Loaning of Cards:**

Under NO circumstances are you to loan your card to another person. Your access may be cancelled if you do so.

**Tail Gating:**

You are not permitted to give access to non cardholders to any area. Security make random checks to ensure tailgating does not occur.

**Egress for After Hours:**

Please do not exit access controlled areas from doors other than those appropriately marked as you may trigger an alarm to Security.

**Returning Cards when Leaving the University:**

You are required to return your card to FM Assist when leaving the University. All cards remain the property of the University.  
 Student cards expire at the end of each year. Updates only given when amendment application is submitted.  
 Any breach of conditions of use may result in cancellation of card.  
 Security should be notified of any work related or student transfer to ensure access authorities are in place./

**Card Applicant Signature:**

By signing the application form you are accepting the conditions here within. You must undertake to be aware of Emergency Evacuation Procedures and assembly points. You are also signing as receipt of your card.

**Time Frame:**

Your access time frame will default to Band-width hours unless otherwise specified.

**YOUR PIN NUMBER IS**

\_\_\_\_\_

**PLEASE PROTECT YOUR CARD AND PIN NUMBER AT ALL TIME**