

Is this a new card, or a replacement card?

New Replacement

If this is a replacement card, do you wish to supply a new photograph? Yes No

Massey Staff ID Cards are needed to access network printers at Massey, and for a number of other services. Applying for a Staff ID Card prior to starting work at Massey will mean that we can assist you in obtaining the access you need from your first day with us.

APPLICATION

PLEASE COMPLETE THE FOLLOWING

Massey Staff ID number (this can be found at the top of the acceptance letter):

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First name(s): _____

Family name: _____

Phone: _____

Email: _____

Department: _____

Campus/site: _____

Staff type: Permanent

Fixed term

Start date:

Day	Month	Year

End date (fixed-term staff, only):

Day	Month	Year

PHOTOGRAPH

The staff member will receive an email with details and a link to capture or upload their photo to Massey.

Please print, complete, and scan this form, then email it as an attachment to **idcards@massey.ac.nz**

Do not attach your photo to the email.