# **Staff Card Application**

**Once complete, please return to** [**hr@tcd.ie**](mailto:hr@tcd.ie) **with a photo of yourself in .jpg form.**

Name: Click or tap here to enter text. Staff number: Click or tap here to enter text.

Department/Area: Click or tap here to enter text.

If renewing your card, please tick here if you would like to use your existing card photo:

I declare that all the information I have provided is complete and correct:

Signature (typed/written): Click or tap here to enter text. Date: Click or tap to enter a date.

**Please indicate the preferred option for receiving your staff card:**

Post to work/home address (please specify below)

Click or tap here to enter text.

Collection from the HR Service Centre, Trinity Central

**Important notes**

* For new starters, please apply for your staff card only **after** you have received your staff number.
* Please note there maybe delays during busy periods. If you do not receive your card within a week of application, please email [hr@tcd.ie](mailto:hr@tcd.ie).
* If you have chosen to collect your card, we will email you when it is ready to pick up from our office in Trinity Central.
* For staff card renewals, please note that your current card will stop functioning for library access, door access etc. once your new card is printed. Access will be automatically transferred to the new card.