# Visitor ID Application Form

This form should only be completed for persons who do not already have a record on the HR system. Form to be completed in **typed format only**.

**NOTE 1:** Students on the books of Trinity College Dublin are not entitled to hold an ID card other than their student ID, in accordance with the regulations laid down by the Junior Dean. Research Fellows, Research Assistants and Research Students already on the payroll do not require Visitor Records.

**NOTE 2:** if you wish to set up a visitor record, but potentially are planning to pay them on the Casual Payroll, please complete the Engagement Form and send to hroccasionalstaff@tcd.ie for set up. The Visitor form is not required in this instance. Any accesses will be provided as requested on the Engagement Form.  If you are not paying them on the Casual Payroll please continue to use the Visitor form/Unsalaried Nomination form.

**NOTE 3:** Please email hrvisitors@tcd.ie when the visitor record ends and is not being renewed.

|  |  |
| --- | --- |
| First name(s)[[1]](#footnote-1)\*: | enter text\* |
| Surname\*: | enter text\* |
| Title\* (e.g. Mr/Mrs/Ms/Mx): | choose title\* |
| Home Address\*: | enter text\* |
| Date of Birth\*: | enter a date\* |
| Nationality\*: | choose nationality\* |
| Gender\*: | choose gender\* |
| Title of Post\* 🟓[[2]](#footnote-2)🟓 | Choose Post Title\* |
| Home University (if applicable) | enter text |
| Standing in Home University | enter text |
| Discipline or Admin Area in TCD\*(Admin Area relates to non-Faculty regions) | choose discipline or admin area\* |
| Discipline or Admin Area affiliated to in TCD (if different from above) | enter text |
| Name and Address of Hospital where applicant is based (if hospital appointment) | enter text |
| Date of Appointment\* | enter a date\* |
| Date of Cessation\* (will be set at end of Trinity Term unless otherwise stated here) | enter a date\* |
| Detail of work to be undertaken by Visitor\* | enter text\* |
| Provide contact TCD email address of relevant school / admin person in your area, who can advise candidate when this record is established. | enter email address\* |

* Access to University computing resources and University data are provided to facilitate a visitor’s work in Trinity College and/or for approved educational, training, or research purposes only.
* Visiting IT Users are solely responsible for ensuring that any username(s) and password(s) that they are granted remain confidential and are not used by unauthorised individuals.
* Visiting IT Users must not make unauthorised copies of University data or otherwise disclose University data to third parties without explicit permission from University authorities.
* On receipt of valid access credentials (username and password) all Visiting IT users are bound by the relevant University policies, procedure and codes of conduct as outlined below.
* A comprehensive list of University Polices is available at <https://www.tcd.ie/about/policies/>
* Of particular relevance to Visiting IT users are the following policies:
* Cloud Computing Policy and Guidelines <https://www.tcd.ie/about/policies/cloud-policy.php>
* Data Protection Policy <https://www.tcd.ie/about/policies/data_protection.php>
* IT Security Policy <https://www.tcd.ie/about/policies/it_security.php>
* IT And Network Code of Conduct <https://www.tcd.ie/about/policies/it_and_network_code_of_conduct.php>
* Intellectual Property Policy <https://www.tcd.ie/about/policies/assets/pdf/intellectual-property-policy.pdf>
* Records Management Policy <https://www.tcd.ie/about/policies/records_management.php>
* Social Networking and Social Media Policy <https://www.tcd.ie/about/policies/social-networking-social-media.php>
* College Web Polices <https://www.tcd.ie/webdesign/policies/>
* Web facilities for Campus Companies <https://www.tcd.ie/about/policies/web_facilities_for_campus_companies.php>

### Visitor Signature:

I confirm that I have read, understood and agreed to Trinity College Dublin’s Policies.

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter date. |
| Visitor Signature |  | Date |

### Head of School/ Head of Admin Area Signature:

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter date. |
| Head of School, or Head of Admin Area (not affiliated to a School) as appropriate |  | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| Print/Type Head of School or Head of Admin Area name  |  | Click or tap here to enter text. |

Faculty Areas: Send scan of signed form to School Administration Manager.

Admin Areas: Send scan of signed form to Mary Dunne, Human Resources (hrvisitors@tcd.ie).

1. \* Compulsory – fields must be completed [↑](#footnote-ref-1)
2. 🟓 Title of Post: If in any doubt about which title to use, please email Mary Dunne (dunnemj@tcd.ie) for clarification. [↑](#footnote-ref-2)