# Staff Card Application Form

# Please email this form to hr@tcd.ie along with a jpeg picture of yourself.

**To be completed by the Applicant in full**

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Date:

Name of Applicant: Staff Number:

Department:

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

Signature of Applicant:

**POST-** Please state your internal work post address or alternatively your home address below. Please note that staff cards sent outside of campus are sent by registered post, someone will need to be available to accept the post.

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Please tick this box with your consent to update your Home Address on HR System***

***Monthly paid staff should update their Home Address on HR Core Portal using Self Service option.***

**IMPORTANT NOTE:**

* **Staff Cards are printed on Thursday of every week until further notice. Please submit your request by 15:00 pm on Wednesday. Requests received after this day will be printed on Thursday of the following week.**