

Request for ID & Access Card

Do not use this form for substation/network access

Reason for Request <input type="checkbox"/> New <input type="checkbox"/> Lost <input type="checkbox"/> Damaged/Expired <input type="checkbox"/> Stolen (attach Police Report ref)
Card Type/Branding (more than one card may be selected – see Employee ID guideline)
Internal Card - Select only one <input type="checkbox"/> EQL <input type="checkbox"/> Yurika <input type="checkbox"/> Ergon Retail
External Card - Select only one <input type="checkbox"/> Ergon Retail <input type="checkbox"/> Ergon Network/Energex <input type="checkbox"/> Metering Dynamics <input type="checkbox"/> Yurika
Electricity Officer Card (EO) <input type="checkbox"/> Electricity Officer & Meter Reader (attach appointment letter)
First Name Only Card <input type="checkbox"/> For external or EO cards only
Photographs - Please attach a passport style photo

The photo image is being taken for the purposes of issuing a Security Identity card and will be used in our Energy Queensland Corporate Directory and other internal systems. If you wish to update your photo, please upload a passport style image of yourself via the "My Profile" screen in People Central."

Card Holder Information	
Access Card Number if known (first 5 digits)	
First Name	Surname
Company	Vehicle Registration/s
Employee or Contract No.	Internal Mail Point
Applicant Email	Mobile Phone Number

Cards can be collected from Flinders Street, Alma Street, Glenmore Road, Garbutt, Victoria Park or Newstead; or will be sent to the mail point listed above.

Contractor Only	
Commencement Date	Expiry Date
Principal	
Business Address	
Business Email	Manager/Director
Special Area Access – Security will seek written approval from the area owner	
Location	
Area/Room	
Same access as another user – Name	
Special Area Owner/Manager Name if known	

Card Holders' Declaration

By submitting this request, I accept the following obligations and responsibilities placed on me through the issue of this ID/Access:

1. I will not share my card or use another person's card.
2. I will notify Security immediately if my access card is lost or stolen – 07 3664 5599 or access@energyq.com.au
3. I will return all access cards to EQL Security on finalisation of my employment/contract.

Breach of the applicable obligations outlined above may result in my access being withdrawn.

Manager or Supervisor to deliver completed form, photographs and supporting information to access@energyq.com.au
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Processor

User is Active in People Central Yes No If no, other verification performed?

Supervisor/Manager Details Position Position ID

Complete Access Card number

Photo Uploaded to People Central

Special Area Approval Area Approver Name Approver ID

Request, Photo and Approvals filed

Processor Name **Date**