OWNERSHIP AND VALIDITY OF THE CONTRACTOR PHOTO ID CARD

The card is valid for a two-year period following your induction at the University of Melbourne, provided you remain employed at the University. By signing the card, you accept the Terms and Conditions of the card’s use, including any future amendments.

The card remains the property of The University of Melbourne, and must be returned to L1, 11 Barry Street, Carlton when you cease your employment at the University.

USE OF THE CARD

The Contractor ID Card is used for the purpose of identification while working at The University of Melbourne. Also, where applicable, access to buildings, and the Key Tel Cabinet located at the Security Office, 215 Grattan Street, Carlton.

Your Card must always be displayed while on University premises and must be presented for examination on request by any University Employee or Security Personnel.

CONTRACTOR ID CARDS

New Contractors will receive a card as required after completing The University of Melbourne On-Line Induction.

The card will be issued by the Client Service Staff located at L1, 11 Barry Street, Carlton.

Proof of identification will be required prior to being issued a Contractor ID Card, eg: such as a driver’s licence etc.
**LOST OR STOLEN CARDS**

Lost or Stolen cards must always be reported to the Security Office **IMMEDIATELY**.

The Contractor remains responsible for any misuse of the card prior to its loss being reported.

This includes any use of the card to gain access to Secure Facilities or Buildings.

**SECURITY OFFICE CONTACT/LOCATION DETAILS**

Building No: 203

215 Grattan Street, Carlton

8344 6666 or 1800 246 066 (24 Hours)

**REPLACEMENT CARDS**

A replacement Contractor ID Card can be issued on request if it has been lost, stolen or damaged.

You can obtain a replacement Contractor ID Card from our Client Services Office located at L1, 11 Barry Street, Carlton.
CARE OF THE CARD

The card has an internal Mifare chip and aerial along with a magnetic strip.

It is important to take good care of it and to protect it at all times by adhering to the following requirements.

PLEASE DO NOT:

- Punch holes in the card
- Bend the card
- Scratch the magnetic strip
- Place stickers on the card
- Expose card to extreme heat