Staff ID Request

Te Whatu Ora
Health New Zealand

New Card/Updated photo:

Fill out all fields below, including your contact details.
Bring your signed form to 1st Floor Clock Tower, Support Services Office to have your photo taken.

For Replacement Cards with Te Whatu Ora Logo –
Fill in this form and email to photoIDbookings@huttvalleydhb.org.nz your existing photo will be reused.

ID photos are taken between 10:30am-11:30am Monday to Thursday.

(Please select) I am: ☐ Employee ☐ Contractor ☐ Volunteer ☐ Student

First (or preferred) name and surname

Designated position title (A position title longer than the allocated space will not fit on the ID card)

Department

Network User ID

Barcode from the back of your previous ID card *(if you have one)*

0	1	0				

Contact details

Extension number		Pager number	
Email address		DHB mob number	

Employee signature			
Manager's name			
Manager's signature		Date	

This ID card request will not be processed without your manager's signature

Your photo will also be placed on the intranet contact directory and may be displayed for identity purposes on the Department / Ward photo board.