

## Application for a TAFEcard using a digital image

All new students must apply for a TAFEcard. The TAFEcard is required for identification on campus, library borrowing, library photocopying, and identification at examinations.

If you already have a TAFEcard then you should not complete this application. Your previous TAFEcard can be reactivated. This will be automatic if you are re-enrolling.

If you do not have a proof of age card, or are under 18 years of age, you will need a Guarantor who:

- is over 18 years of age
- has known you for over one year
- is prepared to be contacted by TAFE for verification purposes.

### How to apply using a photograph

1. **Your image** (so that we can put this on your TAFEcard) Get a photo taken of yourself. This should:
  - be in colour and of good quality
  - be no more than 6 months old
  - clearly show your face and be a full front view of only your head and shoulders. If you usually wear prescription glasses, you should wear them in the photograph. You should not wear tinted glasses or any head covering. If head covering is worn for religious reasons, the photo must show your facial features clearly.
  - have a plain background with only yourself in it
2. **Proof that it is you** (to protect your identity)
  - Email us the photo, along with a copy of your photo id (drivers licence, passport or proof of age card) (for verification purposes) and this completed form.
  - If you do not have a proof of age card your Guarantor should sign the back of the photograph and add the words "This is a true image of (your full name), who I have known for more than one year." Your Guarantor will need to complete the Guarantor section in 4 below.

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### 3. **Your details** - Student to complete this section

Full Name:	Date-of-Birth
TAFE NSW student number	College of enrolment
Your address	
Course Number	Course name
Signature	Date:

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### 4. **Guarantor to complete this section** (only required if you do not have a proof of age card):

Full Name	
Address	
Phone Number	Occupation
Signature	Date:

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5. Email this form to (including attached photograph and ID) to [TAFE NSW Customer Help](#).

6. **Your new TAFEcard will be posted to the address on your enrolment, usually within 5 to 10 days.**