

## Document in translation

### REQUEST FOR THE ISSUE OF IDENTIFICATION DOCUMENT (MAGNETIC CARD) TO EMPLOYEE

**Photograph**  
(4.5 cm x 3.5 cm)  
Attach photo with glue, not staples.

**1. Application Details** (Please mark appropriate option with an X)

**First-time issue of a card.** Please attach an up-to-date, front-facing color photograph taken against a monochrome, light-colored background.  
Your name and identity number/passport number must appear on the back of the picture.

**Issue of a card to an external teacher/teaching fellow/ teaching employee / hourly employee for academic year \_\_\_\_\_.**

**Reissue of a card (card replacement) due to:**

Loss\*  Theft\*  Broken card  Wear and tear  Name change  Change in status  Degree change  Correction to card

\* For reissue due to loss/theft, a fee of **NIS 20** will be charged. The employee will be billed through the payroll system.

A request for card reissue can be faxed to fax number: 02-5322342.

\_\_\_\_\_  
Employee's Signature (in the case of reissue)

**2. Details of employee for whom the request is being submitted**

<b>Last Name (Hebrew)</b>	<b>First Name (Hebrew)</b>	<b>ID/Passport Number (Including Ministry of the Interior control digit)</b> /
<b>Last Name (English)</b>	<b>First Name (English)</b>	<b>Title</b> ___ Dr. ___ Prof.

**Status** (please check the appropriate option)

Tenured academic    Non-tenured academic    External Teacher    Teaching Fellow    Teaching Employee  
 Permanent administrative employee    Temporary / contractual administrative employee    Hourly employee - wage-slip number: \_\_\_\_\_

**3. Details of the person in the unit requesting the card**  
 (Director/ personnel assistant in the unit)

Last name	First name	Position	Phone number for queries
Mailing Address to which card should be mailed (Please note the unit / department, faculty, and campus)		Date	Requester's signature

**4. For use by the Division for Human Resources archive**

Executed on (date)	Name of employee	Signature	Remarks

**This form is intended for academic faculty members on the following tracks:** regular, parallel, practice associates, clinical, researchers, external teachers, teaching fellows, teaching employees, permanent administrative staff members, temporary/contractual administrative staff, or hourly employees.

**(070) 23.3.14  
 Management Directive 036-05**