

Notification form - D&A Identity Card (NSW only)

NSW Drug and alcohol authorised testing person identity card notification for Lost/stolen, damaged/illegible, and cancelled cards

Instructions

> Use this form to notify the ONRSR Sydney Office, if a NSW issued drug and alcohol testing authorised person identity card is;

- ❖ **lost or stolen**
- ❖ **damaged or illegible**
- ❖ **cancelled**

Note: a separate process applies for NSW D&A authorised testing person identity cards that: *are due for renewal, or have expired*

> Complete your organisation's details in the table below and then provide the identity card details in the notification section on page 3.

> On receipt of the correctly completed form, the ONRSR Sydney Office will reissue or cancel identity cards as advised.

> The completed form along with any electronic attachments can be forwarded by email to the Sydney Office of the ONRSR at DrugandAlcohol@onrsr.com.au marked as: 'NSW D&A Identity Card Notification – [+ insert organisation name]'.

> **IMPORTANT**

The supplied email address has a limited receipt capacity of 10MB per email. If your form and any attachments exceed this limit, organisations are asked to provide their information on a CD or flash-drive and post to:

ONRSR (attention Sydney Office), PO Box 3461, Rundle Mall, Adelaide SA 5000, accompanied with a covering letter for 'NSW D&A Identity Card Notification – [+ insert organisation name]'.

Organisation's information

Rail transport operator (RTO)

Third party service provider

Name of organisation			
Postal address			
Street address			
Email address			
Contact numbers	Tel:		Fax:

Important information

NSW Authorised persons are required to hold an identity card, issued by the Sydney Office of the Office of the National Rail Safety Regulator (ONRSR) that must be produced on request to any person subject to the directive power of the authorised person.

Lost or stolen cards

- > The NSW drug and alcohol identity card is an important legal document. You are responsible for advising the ONRSR (Sydney Office) if your card is **lost or stolen** by completing this form.
- > Lost or stolen cards will be cancelled and the card number will be marked as void.
- > If a new replacement card is required; when completing the form, ensure you tick **'yes'** for new card. It is important to note that the card bearer will be issued with a brand new card number.
- > Completion of lost/stolen declaration is also required (see page 4) for 'Declaration template'.

Damaged or illegible cards

- > If an identity card is **damaged or illegible** it is recommended that the card be replaced.

Cancelled cards

If a person to whom a NSW D&A ID card has been issued **ceases to be an authorised person**, (i.e. no longer appointed, or, no longer an employee), the RTO or the Third Party Service Provider must return the identity card to the ONRSR (Sydney Office) as soon as practicable. Failure to do so is an offence under the National Rail Safety Legislation.

Identity card details and status notification

Card details		
Sub-delegate's position title and name	This is the NSW D&A sub-delegated person providing notification to the 'change of identity card status'	
Card number	NSW	Card expiry (if known)
Card bearer's name	Family name	First name

What is the card status?		
box A	box B	box C
<input type="checkbox"/> Lost or stolen	<input type="checkbox"/> Damaged or illegible ²	<input type="checkbox"/> Cancelled
<ul style="list-style-type: none"> ➤ Complete the 'Declaration for lost/stolen cards' <i>The template is provided overleaf.</i> ➤ Do you require a new card? ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No ➤ Email this form & completed declaration to ONRSR (refer to footnote 1 below) 	<p>! A replacement card will be sent to your organisation's D&A Sub-delegate</p> <p>(refer to footnote 2 below)</p>	<ul style="list-style-type: none"> ➤ Email this form and post ID card to: <p><i>Mail to:</i> ONRSR Attention: Sydney Office NSW D&A ID Cards PO Box 3461, Rundle Mall Adelaide SA 5000</p>

Form submit date

[.....]

1. It is important to note that the card bearer will be issued with a brand new card number, and will maintain the same expiry date as their previous NSW D&A ID card.
2. When the organisation has receipt of a replacement NSW D&A identity card provided by the ONRSR Sydney Office, it is the responsibility of organisation or the card bearer to ensure all damaged and/or illegible cards are returned to the ONRSR (Sydney Office) as soon as practicable.

Declaration

for a lost or stolen NSW drug and alcohol identity card

I, "[.....(click&type)]"

[full name of Card bearer]

bearer of NSW drug and alcohol identity card, **NSW**

[identity card number]

employed by, "[.....(click&type)]"

[name of the accredited Rail transport operator or Third party service provider]

do solemnly and sincerely declare that the above identity card is no longer in my possession and I believe the item to be:

Lost

Stolen

Declared at [.....],
[place]

on [.....]
[date]

signature of Card bearer

this is confirmed by the Rail transport operator's or Third party service provider's Sub-delegate.

[.....],
[Sub-delegate position]

[.....]
[Sub-delegate's name]

Sub-delegate's signature