

NATIONAL TAIWAN UNIVERSITY
ID Card Reissuance/Replacement Application Form for Faculty and Staff
Member

Employee No.		Name	
Unit		Job Title	
Phone No.			
Reason for Reissuance or Replacement	<input type="checkbox"/> Card was lost	<input type="checkbox"/> Card is broken	
	<input type="checkbox"/> Other:		
EasyCard Function	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Topped up	<input type="checkbox"/> Not topped up
Cards with the EasyCard function reported as lost for a refund	Please log into MyNTU, then enter the Replacement Card system under Faculty & Staff or click on Digital Faculty and Staff ID Card Loss Report and Refund System on the main page of the Personnel Office website to report the loss ID card for a refund of its balance, after which the card will be deactivated. <input type="checkbox"/> Reported <input type="checkbox"/> Not yet reported		
Photo (Only necessary if photo needs to be replaced)	<input type="checkbox"/> Photo not submitted; JPG photo file already sent to twansein@ntu.edu.tw		
Attach receipt here (Notification copy)	Fee per card: NT\$150 To be paid at the Cashier Division Account Title: Year+P005		

Please submit the application form to the Personnel Office

Applicant:

Date:

After the ID card is issued:

- Please deliver to the applicant via official document exchange.
- Please contact the applicant by phone for pickup.

