

UNIVERSITY OF ABERDEEN

ID CARDS

All new members of staff taking up an appointment with the University of Aberdeen are required to obtain an ID card from Human Resources.

To obtain an ID card you should email a digital photograph to the appropriate HR Co-ordinator for your School/Section or send a passport size photograph to:

Human Resources Office
University of Aberdeen
University Office
King's College
Aberdeen
AB24 3FX

It should be noted that the ID card is also a Library card and is used to gain access to University buildings and Aberdeen Sports Village. You must register with the Library before you are able to use this service.

Rooms within the IMS and Polwarth buildings with restricted access require your ID card to be activated, for this purpose please complete the [Access to Building form](#)

For lost ID cards there is a charge of £10.00 for a replacement. However, if you require a new card due to a change in personal information or contractual amendments please contact the appropriate HR Co-ordinator for your School/Section and your request will be dealt with.