

APPENDIX ONE
ID Card Order form.

PLEASE COMPLETE THIS FORM:

Always carry the correct ID card

If you have more than one concession, make sure you are carrying the correct ID card – that has the permission number of the concession for the location you are visiting with clients.

Keep them secure

The ID cards must be kept secured and will be required to be returned to the Department if you surrender your concession; or there is a suspension or termination of it.

~~If you employ more guides, make sure you have enough ID cards~~ (not applicable for ProGuides)

Plan ahead and order more ID cards for your guiding season if you need them. It can take a month for an order to be submitted to the supplier, returned and despatched by post.

Please complete the section below to request ID cards for your approved concession activities.

Permission No:	103734-GUI
Expiry Date of Concession: <i>(add year)</i>	30 June
Concessionaire Name: <i>(your name here) ></i>	
Postal Address:	
Phone:	
Email:	
No. of Guides	1
No. of Vehicles	1
No. of ID cards required:	
Name of authorised person/s: <i>(your name here) ></i>	

ID Cards

- All guides are required to carry DOC Approved ID cards when guiding.
- ID cards maybe displayed on vehicle dashboards if necessary.
- ID cards will only be **ordered** when your concession has been **approved**.
- ID cards will only be **despatched** when the Department's copy of your **signed** contract has been **received** and **all** outstanding fees are settled in full
- ID cards must be re-ordered through ProGuides NZ Inc

The ID cards are ordered at the end of each month and posted to the concessionaires as soon as we receive them from the supplier (ABC Corp). As long as your concession contract is approved/signed you are permitted to commence operating effective your term start date (before receiving your ID cards). However, you must be able to provide DOC staff with your DOC Approved permission number if asked at any time.

Please carry a copy of your **approved** letter pending receipt of your official ID cards. The DOC rangers will check with office staff to confirm whether your concession is valid and are operating legally. DOC covers the costs of the minimum number of ID cards – one card per guide and two posters. This is recovered under the annual management fees.

If concessionaires require more than one ID card per guide (eg replacement cards) or more posters then concessionaires will be charged for these. Extra costs will be recovered from concessionaires as soon as the order is despatched.