



Request for Proximity Card The Law Library, Level 2, at the David Malcolm Justice Centre

1. Applicant: (Please print)

Full Name: _____ Photo ID for proof of identity
(when card is collected at LL)

Business address: _____

Email: _____ Phone number: _____

I note that Proximity Cards can only be issued to a member of the legal profession who has a current practising certificate and who intends to regularly attend The Law Library for the purpose of access to its services. By completing and signing this form I consent to the Legal Practice Board releasing to The Law Library, at any time during the processing of this application or while I hold a Proximity Card, details relating to the status of my current practising certificate (please see authorisation at 3 below). I also agree to provide to The Law Library photographic ID, and any other requested form of ID, as proof of my identity. I acknowledge the Proximity Card only provides lift access to level 2 and does not provide automatic entry to The Law Library.

Signature: _____ Date: / /

2. Confirmation by the Legal Practice Board

According to the records of the Board:

- The applicant is a current legal practitioner; or
- The applicant is **not** a current legal practitioner and
- There are **no** conditions, restrictions or qualifications imposed on the Applicant's practising certificate, or other pending matters, that go to the question of the Applicant's eligibility to hold a proximity card; or
- There **are** conditions, restrictions or qualifications imposed on the Applicant's practising certificate, or other pending matters that go to the question of the Applicant's eligibility to hold a Proximity Card. (See attached)

Signature: _____ Date: / /

3. Authorised by the Manager Library and Information Services

- Approval for the issue of a proximity card for lift access to Level 2, Monday to Friday, 8.30 to 5
- Cancel card number:
 - Lost proximity card.
 - LPB have advised practising certificate is no longer current. Card returned
 - No longer requires access to The Law Library. Card returned
 - Card not collected.

Signature: _____ Date: / /

4. Card issued

Applicant to read and sign when collecting the proximity card.

I note and agree to abide by the following information:

1. Proximity cards are processed in the name of the holder – they are not to be lent or borrowed.
2. All movements involving usage of the proximity card in the DMJC are monitored and will appear in the name of the holder of the card.
3. Proximity cards must be kept secure at all times.
4. Lost or faulty proximity cards are to be reported immediately to The Law Library.
5. Proximity cards are to be returned to The Law Library when the holder no longer has a current practising certificate or access is no longer required.

Signature: _____ Date: / /

Form approval workflow:

1. Applicant completes section 1 (without Photo ID) and provides Form to the Board
2. The Board assesses the application and completes section 2
3. Board scans the application and emails to The Law Library.
4. If results of Section 2 are satisfactory then Section 3 is completed.
5. The Law Library notifies applicant to attend in person with Photo ID to collect card.
6. Applicant to sign this form when card is issued.
7. Board is notified of outcome. If Proximity Card is issued then a copy of the completed application is sent by email to the Board to go on practitioner's file.
8. Library to keep a signed copy of the form.
9. The Board will notify The Law Library should there be any changes to Section 2 of a Practitioners application.