

## STATE CHAPLAINCY BOARD

### RENEWAL OF CHAPLAINS' EXPIRED QCS IDENTIFICATION CARDS

Queensland Corrective Services have agreed to the following process.

- Application should be made for a new card approximately 2 months **before the Card expires.**
- Complete the "Administrative Form - Application to visit – Professional, Official or other Business. Post **directly** to the Throughcare and External Services Unit, offender Intervention Services, Queensland Corrective Services, GPO Box 1054, BRISBANE, Q. 4001. (You need only fill in the **first 3** pages of the **Administrative Form – Application to Visit**) This form is available on SCB and QCS Web site or see your Co-ordinating Chaplain.
- **Always keep a copy of everything you send.**
- Address the envelope: Attention: Sue Morris
- You need **not** send a photo,(unless this is your first application or your appearance has changed since your lost photo), as they will have the original photo on file and will use that one.
- If you have not received your new ID within 5-6weeks, please ring Sue on (07) 3237 1668
- When the new ID has been received, you will need to return your old ID card in the envelope provided or send to Sue Morris at Throughcare and External Services unit, Offender Intervention Services, Queensland Corrective Services, GPO Box 1054 Brisbane Q 4001.