**BIS HANOI ID CARD AND LANYARD ALLOCATION**

For everyone’s safety, the issuing of BIS Hanoi access cards is limited as below:

Diagram

Description automatically generated with low confidence

**Issuing of Cards at No Charge**

**Staff**

* All staff will be automatically issued with maximum (1) card + (1) lanyard

**Students**

* All current students *in 2022 during new roll out only* receive maximum (1) card + (1) lanyard per person.
* All new students will receive maximum (1) card + (1) lanyard per person.
* All students will receive maximum (1) new card per person per academic year *by request only*

**Parents & Carers (by request only)**

* **All parents (Mother + Father)** can request maximum (1) card + (1) lanyard per person *(maximum (2) Parent ID cards per family, no matter number of children in school)*
* **For families with at least one student in Year 2 – 6**, parents can request (1) card + (1) lanyard for (1) Carer (e.g., nanny/or driver) *(maximum (1) Carer ID cards per family, no matter number of children in school)*
* **For families with at least one student in F1 – Year 1**, parents can request (1) card + (1) lanyard each for up to (2) Carers (e.g., nanny and/or driver) *(maximum (2) Carer ID cards per family, no matter number of children in school)*



**Replacing an ID card (charged)**

All Lost or Damaged ID Cards and Lanyards will be charged for:

* Replacement cost of new ID card: 100,000 VND
* Replacement cost of new lanyard: 50,000 VND

**Requesting a new ID Card and/or Lanyard**

Any new cards for Parents will only be issued when the [ID Card Registration Form](https://forms.office.com/Pages/ResponsePage.aspx?id=e3DJf4-dak-Fa664SP7xA0Le42X3mh1HnizrzkV9ogVUNVUzR1AxU0VYWk5LUVFEM0VDQlM5RENQMSQlQCN0PWcu) is completed by the parent using their child’s school account. These can be picked up when produced from the Main Campus Reception desk (3-day turnaround time).

Any new cards for Carers will only be issued when the [ID Card Registration Form](https://forms.office.com/Pages/ResponsePage.aspx?id=e3DJf4-dak-Fa664SP7xA0Le42X3mh1HnizrzkV9ogVUNVUzR1AxU0VYWk5LUVFEM0VDQlM5RENQMSQlQCN0PWcu) is completed by the parent using their child’s school account. These can be picked up by the parent when produced from the Main Campus Reception desk (3-day turnaround time).

**Requesting for the replacement of an ID card and/or Lanyard**

**Any replacement cards for Parents** will only be issued when the Request for a Replacement ID card Form is completed by the parent using their child’s school account. These can be picked up when produced from the Main Campus Reception desk *(3 day turnaround time).*

**Any replacement cards for Carers** will only be issued when the Request for a Replacement ID card Form is completed by the parent using their child’s school account. These can be picked up by the parent when produced from the Main Campus Reception desk *(3 day turnaround time).*

**Students requiring a replacement card** should fill in this form HERE and collect their card at the Main Campus Reception desk *(1 day turnaround time).*

**Parents/Students/Staff requiring a new lanyard** can purchase from the Main Campus Reception desk.