



**This form is to be completed by an authorised representative of an organisation to update organisation details.**

**Note:** This form cannot be processed without a completed CEO's declaration.

**Organisation Name (As previously provided to Blue Card Services)**

Organisation ID (if known)

**A contact person** is the person who receives correspondence relating to blue /exemption card applications, including the outcome.

**A telephone contact** is a person nominated to call Blue Card Services on behalf of the contact person but will not receive correspondence or notification of the outcome.

**Replace one existing contact person**

Existing contact person name

*New contact person details*

Name

Telephone

Position

Email

Organisation postal address

**Replace ALL existing contact people**

*New contact person details*

Name

Telephone

Position

Email

Organisation postal address

### Add an authorised telephone contact

Complete this section to nominate one or more people to speak to Blue Card Services on behalf of a contact person

Contact person name

Authorised telephone contact person/s

Please  if the above telephone contact/s is authorised to speak on behalf of all contacts

### Change to organisation name

New organisation name

### Change to organisation / contact person business address

New organisation postal address

If this applies to an individual contact person only, please complete below:

Contact person name

### Change to existing contact person name

Complete this section to notify Blue Card Services of a change of name. (Eg, Jane Smith is now known as Jane Jones)

Contact person name (as previously provided)

Contact person's new name

### CEO'S Declaration

I declare that:


- I am the Chief Executive Officer (or equivalent) for the stated organisation;
- The details provided in this form are true and correct; and
- I approve the change of information provided in this form and understand it affects who is notified of certain blue / exemption card matters.

Signature of representative

Name of representative


Position of representative


Blue Card Services, Department of Justice and Attorney-General

 Scan and upload at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)