

## Jerudong International School Parent ID Card Form

Please could each family needing an ID card or cards fill in the details for each member of the family or household staff who requires a pass. Each family only needs to fill this in once. The form does not need to be filled in multiple times if you have more than one child at the school.

An ID Card will be required to pick up your child from outside their classroom. An ID Card will not be required for people who only need to get into the car park.

For security reasons, the Visitor Centre may only release the documents to a parent or guardian of a JIS student. Any replacement passes will be billed at \$30 per pass.

Unregistered family members, household staff or visitors will still be able to get onto the campus after exchanging an official photo ID at the Visitor Centre for a Visitor Pass for the duration of their visit to JIS.

There will be two Family Passes issued at no charge. If a family member requires a third pass there will be a \$30 charge.

Part of the process for families leaving the school will be to return all these passes before the final exit documentation is released.

### Important Notice:

- Please enter the details of any member of your household staff requiring entry past the gates and into the classroom area of the School. Drivers who only need to get into the car park do not need one of these passes.
- As household staff can change, these passes will need to be renewed annually and are not transferable. There will be a \$30 administration charge for each Household Staff Pass
- By putting down the name of a member of household staff here, the householder is vouching for the suitability of this person to come onto the grounds and be in the close proximity of school children.
- All employees at JIS have been through a criminal background checking process before they are allowed to work at the School. Whilst we would recommend that you do the same for your staff, this is totally at your discretion. This can be done at the administration block of Gadong Police Headquarters if they have been in Brunei for more than one year, otherwise this can be done in the country of origin.
- Please have your photo taken at the Visitor Centre or submit 1 (one) **passport size photograph** for each application and a copy of Brunei IC for your household staff.

**NOTE:** For additional passes, please email [visitor.centre@jis.edu.bn](mailto:visitor.centre@jis.edu.bn) or call 2411000 ext. 5110 or 5109.