

**Email:**

This is used to login, and receive notifications.

Use your **.gov.au** email address if you have one. Requests with other emails may be subject to increased scrutiny by Concierge personnel.

**Salutation: 🗖Miss 🗖Mr 🗖Mrs Other**

**First Name:**

**Surname:**

**Organisation:**

**Position:**

**Phone (Office):**

**Phone (Mobile):**

**Address:**

 **Street Address:**

 **Include Building Name**

 **City**

 **State/Territory**

 **Postcode**

**Time zone:**

 **🗖 UTC+10:00 (Brisbane, Sydney, Canberra, Melbourne, Hobart)**

 **🗖UTC+9:30 (Darwin, Adelaide)**

 **🗖UTC+8:00 (Perth)**

 **🗖Other Please Specify**

**Justification to access NTS Online Booking System:**

 **🗖Make bookings for myself**

 **🗖Make bookings for others**

**🗖To view bookings**

**🗖I am a Telepresence Systems Admin**

**🗖Other (Please Specify)**

Please email a scanned copy of this completed form to ServiceDesk-GNSB@finance.gov.au; a confirmation email will be issued once your account has been created.