



ID Badge Request

Received by: _____

Date: _____ Card# _____

Parking portal: _____

Student:

___ Replacement (no changes) - \$20

____ Name change/class change (must have registrar's signature) - \$20

____ New photo - \$25

Name as desired on ID

Student ID# (eight-digits)

Program/school/year

Amount owed: \$20 (replacement)/\$25 (new photo)

Student email address

Registrar's signature (name change/class change)**Registrar's printed name**

Employee:

____ New ID - \$25

Faculty Staff Fellow Resident Volunteer Contractor Tenant

Replacement (no changes) - \$20 New photo - \$25

Name change/department change (*must have HR signature) - \$20

Name as desired on ID

Employee ID# (eight-digits)

Department name

Amount owed: \$20 (replacement)/\$25 (new photo)

***Former name department change**

Employee signature

***Name on file with HR**

***HR approval signature (name change)**

***New department**

***HR approval signature (department change)**

Chart string:

Authorized signature for IDT

[illegible]