



UNIVERSITY ID SERVICE REQUEST

REQUESTOR INFORMATION

First Name: _____ Last Name: _____

ID Number: _____ LCC: _____ Student Faculty Staff Contractor

My ID card is not swiping properly at these locations:

- SLC Front Door SLC Elevator Annex Dining Center (Meal Plan)

I would like to request a replacement ID card:

- I have turned 21 and would like to update my ID card. (Documentation required.)
 My ID card no longer works because of physical damage or wear. (Must surrender malfunctioning card.)
 I would like to replace a lost ID card. (Replacement fee may apply.)
 I would like to replace an expired ID card. (Replacement fee may apply. Must surrender expired card.)

Other: _____

I hereby accept responsibility for any applicable ID replacement fee associated with fulfillment of this request:

Signature: _____ Date: _____

SERVICE RECORD (OFFICE USE ONLY)

Fee Applies Photo Required Other: _____

ACTION TAKEN	ON DATE	BY STAFF PERSON
<input type="radio"/> Request Received		
<input type="radio"/> Access Repaired		
<input type="radio"/> Photo Requested		
<input type="radio"/> Card Requested/Printed (circle)		
<input type="radio"/> Academic Access Updated		
<input type="radio"/> Dining Account Updated		
<input type="radio"/> Fee/Badge Collected (circle)		
<input type="radio"/> Card Distributed		
<input type="radio"/> Referred to ID Office		
<input type="radio"/> Request Resolved		