New York University - ID Card Authorization

A private university in the public service

This authorization form is for use by New York University Vice Presidents, Deans, HR Representatives and their stated designees to certify that the individual listed below is eligible for the indicated photo ID card. This form should be used to authorize ID cards for employees and affiliates of the University who require access to facilities. Status must match appointment records in Faculty Records and Payroll.

Name _____
Last Name First Middle

University ID: _____ NetID: _____

Social Security # _____ Date of Birth: _____

If a person possesses a Social Security Number, it must be provided; otherwise the University will assign a unique 9-digit number for identification purposes.

1. Faculty / Administrator / Staff
(Primary Object Codes 100,102,103,104,106,107,110,112,113,114,115,117)
(Including new, global and School of Medicine employees)

_____
(Title and Department)

Check One: ___ Full Time
___ Part Time
___ Retired

Authorization:

NetID: _____

_____
Last Name First Middle Date

_____
Signature

TEL. EXT: _____

SCHOOL / DIVISION _____

DEPARTMENT NAME _____

Please Check: ___ New Card ___ Replacement Card
___ Card Stolen
___ Card Lost
___ Card Damaged

2. Affiliate

Sponsor Name: _____ NetID: _____

Sponsor Dept: _____

Start date: _____

End of affiliation date: _____

Check one:

____ Employee Family Member _____
Employee's University ID or SSN

General ID:

____ Auditor
____ Consortium
____ Contractor
____ Family of Employee
____ Employee of Vendor
____ Employee Service Provider
____ Employee (Temp)
____ Faculty Resource Network
____ Field Instructor
____ Field Work Supervisor
____ Friend of Bobst Library
____ Hebrew Union Faculty
____ Hebrew Union Student
____ High School Student
____ Medical Center Employee
____ Other Program Affiliate
____ Research
____ Summer Conference
____ Trium Faculty
____ Visiting Scholar
____ Other Visiting Academic
____ General ID Other

Conferee/Guest:

____ College Preview
____ CIMS
____ Meal Plan Only
____ Law Summer Housing
____ Law Summer Housing, Family
____ Summer Housing
____ Summer Housing, Family
____ Upward Bound
____ Conferee Guest Other

(revision 2.1, June 2004)