Access Cards

Departments hosting visitors that need access to a University building secured by an electronic door access system may purchase Access Cards. Each Access Card has a unique 16-digit card number that may be setup in the University’s door access system by the area’s Access Coordinator, allowing the Access Card to be the mechanism used to gain access to the intended University building.

To request Access Cards, please complete the sections below and mail the completed form to the id+ Office, 20 HUB-Robeson Center; allowing 5-7 days for processing. The $2 per card fee is payable via an IDCC to &HID (IDHUB Central Desk) and must be received prior to issuance of the cards.

Department Name: ________________________________
Department Address: ________________________________
Contact Name: ________________________________
Phone Number: ________________________________

# of Cards Needed: _____ X $2.00 per card
IDCC Document #: _______________________________________

Card number(s) should be tracked by the receiving department so that lost cards can be reported immediately to the id+ Office so that the card may be deactivated. Lost cards may be replaced at the current replacement fee.

NOTE: The 16-digit card number for each Access Card must be setup in the University’s door access system by your area’s Access Coordinator for the cards to work in the intended University building.

Cards Received By: ___________________________ Date: ___/___/____
Printed Name: ________________________________

id+ Office Use:
Card Number(s): ___________________________ — ___________________________
Processed by: ________________________________

Form revised 03/03/2015

http://www.idcard.psu.edu/