



**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: \_\_\_\_\_

<b>id+ Office Use:</b>
Card Number(s): _____
Processed by: _____