



## Request for Restoration of Mcard Digitized Photograph Form

I wish to change my original decision and request that my photograph be stored electronically for the purpose of identification, validation of building access, and re-issuance of a lost Mcard. In addition, my photograph may be used for approved, internal University business purposes (i.e., class rosters, seating charts, and business uses that may be approved in the future).

Upon completion of this form, you must submit it in person to a University of Michigan ID Issuing Station. A current listing of ID Issuing Stations can be found at [www.mcard.umich.edu](http://www.mcard.umich.edu)

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**UMID Number**

\_\_\_\_\_ AM / PM  
**Printed Name of Cardholder**                      **Cardholder Signature**                      **Date**                      **Time**

\_\_\_\_\_ AM / PM  
**Signature of ID Issuing Station Staff**                      **Date**                      **Time**

*Processing Instructions for ID Issuing Station Staff*

1. Verify cardholder has completed all fields on form.
2. Verify cardholder's identity (driver's license, State ID, or passport)
3. Retrieve cardholder's record in ID Card software and take photo of person.
4. Select "Store Photo for University Use" under Photo Option menu.
5. Enter your signature, date, and time on form above.
6. Make copy of form for your ID Issuing Station and send original to the Mcard Center, Room 100 Student Activities Building, 515 E. Jefferson St., Ann Arbor, MI 48109-1316.

Contact the Mcard Center at (734) 936-2273 with any questions.