

INSTRUCTIONS FOR The University of Michigan Flint Campus Identification Card Request and Change Form

Questions? Call the ITS ID Issuing Station at (810) 762-3123

Purpose When properly completed, this form is used to obtain a non-student Mcard, the University of Michigan's Official ID card, at Flint campus ID Issuing Stations. Incomplete or incorrect information may result in no Mcard being issued. Please call the ITS ID Issuing Station with any questions.

Who Must Use This Form All *non-student* personnel are required to have this form completed to obtain an Mcard. A person in need of an Mcard is only required to sign and date near the top of the form and **the supervisor** should complete the rest of the form prior to visiting an ID Issuing Station. Photo ID (Driver's License, passport, etc.) is required at the time of Mcard issuance.

Instructions

Request For Enter full name. Enter UMID# if known.

Cardholder Signature Cardholder must sign and date.

Major Classification Choose one of the classifications listed. *Faculty, Staff, and Retiree* Mcards are valid for up to 5 years, while other classifications are a year or less. *Visiting Scholars*, who are generally considered to be "Students" by the Registrar's Office, are not usually required to complete this form. *Scholars* paid by the University are considered *Staff*. *Scholars* not considered a student and not paid by University are considered to be a *Visitor*. *U of M Temps* are temporary employees acquired through U of M Temporary Staffing Services. *Contracted Temps* refer to Kelly Services, Accountemps, etc., temporaries working at the University who are required to have an Mcard for photo ID or building access. *Unpaid Staff* are generally Field Instructors, Supervising Teachers, and Supervising Principals. All non faculty/staff Mcards are valid for one year or can expire on a specific date less than one year. If a classification does not appear on the form please contact the ITS ID Issuing Station at (810) 762-3123 for additional information.

Reason for Request Choose one of the reasons listed.

IMPORTANT:

The Dept ID must be included as it is used to create the Cardholder's affiliation.

New (1st /Expired) Cards: The first and expired *Faculty, Staff, Retiree, and UM Temporary Employee* Mcards do not require payment while all other classifications require a \$2.45 payment from cardholder or by department/organization's Shortcode. To replace an expired Mcard, the cardholder **must** turn in the expired Mcard (otherwise a \$10 replacement fee will apply).

Department Transfer: Only use for *Faculty and Staff* when the cardholder obtains a new position such that the affiliation (what's printed below the name on the front of the Mcard) changes. For instance if a Payroll staff member obtains a new position with the School of Music, their affiliation will change from Payroll to School of Music. Cardholder must turn in old Mcard to obtain a free, new Mcard (otherwise a \$10 replacement fee will apply).

Lost Card: Only select this box if the replacement fee is to be charged to a department's Short Code. Lost cards can be replaced at an ID Issuing Station for a \$10 replacement fee without using this form.

Damaged Card: This form is not needed. Turn in damaged card to ID Issuing Station for a replacement. If ID Issuing Station determines damage is normal wear and tear, the replacement card is free otherwise the replacement fee applies.

Shortcode Shortcode must be entered if department is to be charged for Mcard.

Dept Level Managmnt Signature Signature of responsible person to authorize the issuance of an Mcard and/or charge to department's Shortcode. **THIS LINE MUST BE SIGNED, DATED, AND INCLUDE MANAGEMENT'S PHONE NUMBER. Mcard will not be issued without authorization.**

Print Mgt Signer's Name Please print name legibly. Include management's Uniqname.

Print Dept Name Print Department's name legibly.

The University of Michigan Flint Campus Identification Card Request and Change Form

Instructions: Authorizing Dept completes form including authorizing signature, cardholder only signs and dates below, *prior* to presenting form to a UM Identification Issuing Station (see locations at bottom). **Please print legibly. Questions? Call 810 762-3123.**

Request for: _____

Last Name First Name Middle Initial UM ID # (8 digits)

I certify that the data and photo provided and contained on my University of Michigan identification card are accurate and correct.

Cardholder Signature: _____

(Must be signed)

Date

Major Classification (*Select one*)

Questions? Call 810 762-3123

Faculty Staff Retiree

If card is to be valid *less* than 5 years, indicate expiration date: ____/____/____

} First card free. Expired cards turned in to an ID Issuing Station are replaced for free.

Contractor UM Temp Employee Contracted Temp

Unpaid Staff Vendor Visitor

If card is to be valid *less* than 1 year, indicate expiration date: ____/____/____

} Expired cards require a new completed ID Request form for replacement.

Reason for Request (*Select one*)

Questions? Call 810 762-3123

New (1st or Expired*) Card → Enter 6 digit Dept ID _____

New & Expired Contractor, Contracted Temp, Unpaid Staff, Vendor, & Visitor cards require \$2.45 payment from cardholder or valid Short code entered below.

Dept Transfer* → Enter 6 digit Dept ID _____

Lost Card* (Only check box if replacement card fee is to be charged to Short Code below, otherwise this form is generally not needed.)

←Enter Short Code (6 digits) *if charging card fee to U of M Dept/Org*

**Signature of Dept
Level Management**

Authorizing the issuance of Card *and/or* charge to Short Code (*Must be signed*)

Date

Phone #

Print Management Signer's Name: _____

Uniquename: _____

Print Dept Name: _____

UM ID Issuing Station Locations

UM ID Station	Location	Regular Hours	Phone #
ITS Computing Lab - MSB	206 Murchie Science Building (MSB)	M-F, 8 AM-11 PM S-S, 9 AM-11 PM	810 762-3213
ITS Computing Lab - WSW	3174 William S White Building (WSW)	M-Th, 8 AM-8 PM F, 8 AM-5 PM	810 237-6642

ID Stations do not accept cash or checks. Cardholders must pay for Mcard related fees at the Cashier's Office, 261 University Pavilion (810) 762-3490, and then bring the receipt of payment to the ID Station.

* Previous Mcard must be turned in at time of replacement, otherwise the replacement fee applies.

\$10 replacement fee applies for abused, lost, or stolen Mcards.

Replacement fee is waived for stolen card if a police report/police report number is presented to ID issuing station before new card is issued.