INSTRUCTIONS FOR
Ann Arbor Campus
Identification Card Request and Change Form

Questions? Call the Mcard Center at (734) 936-2273

Purpose
When properly completed, this form is used to obtain a non-student Mcard, the University of Michigan’s Official ID card, at Ann Arbor campus (non-Health System) ID Issuing Stations. Incomplete or incorrect information may result in no Mcard being issued. Please call the Mcard Center with any questions.

Who Must Use
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 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. Persons in the Health System need to complete a Health System ID Request & Change Form.

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 Rackham/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., temporary workers at the University who are required to have an Mcard for photo ID or building access. 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 Mcard Center at (734) 936-2273 for additional information.

Reason for Request
Choose one of the reasons listed. 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 $4.00 payment from cardholder or by department/organization’s Shortcode. To replace an expired Mcard, the cardholder must turn in the expired Mcard (otherwise, a $20 replacement fee will apply). Department Transfer: Only use for Faculty and Staff when the cardholder obtains a new position such that the affiliation (what is 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 $20 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 $20 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.

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

Dept Level Managnt
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.
Expired cards require a new completed ID Request form for replacement.

Ann Arbor Campus
Identification Card Request and Change Form

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 only one box)

☑ Faculty ☐ Staff ☐ Retiree
If card is to be valid less than 5 years, indicate expiration date: ___/___/____

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

☐ Contractor ☐ UM Temp Employee ☐ Contracted Temp
☐ Vendor ☐ Visitor
If card is to be valid less than 1 year, indicate expiration date: ___/___/____

Reason for Request (Select one)

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

☐ 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.)

☐ New & Expired Contractor, Contracted Temp, Vendor, & Visitor cards require $4.00 payment from cardholder or valid Short code entered below.

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

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: __________________________ Uniqname: __________________________

Print Dept Name: __________________________

UM ID Issuing Station Locations

<table>
<thead>
<tr>
<th>UM ID Station</th>
<th>Location</th>
<th>Regular Hours</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Campus-Mcard Center</td>
<td>1011 Student Activities Building</td>
<td>M-F, 8AM-5PM</td>
<td>734 936-2273</td>
</tr>
<tr>
<td>Central Campus Rec Sports</td>
<td>3269 Central Campus Recreation Building</td>
<td>Call for hours</td>
<td>734 763-3084</td>
</tr>
<tr>
<td>North Campus-Mcard Center</td>
<td>B430 Pierpont Commons</td>
<td>Call for hours</td>
<td>734 763-6294</td>
</tr>
<tr>
<td>Human Resources</td>
<td>250G Wolverine Tower</td>
<td>M-F, 8AM-4:30PM</td>
<td>734 763-7385</td>
</tr>
<tr>
<td>Athletics Ticket Office</td>
<td>Hartwig Ticket Office 1000 S State St</td>
<td>M-F, 8:30AM-5PM</td>
<td>734 764-0247</td>
</tr>
</tbody>
</table>

All ID Stations above accept cash and checks. The Rec Sports and Athletics Ticket Office also accepts credit cards.

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

$20 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.

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