

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

Questions? Call the University Center Info Desk at 313 583-6330.

**Purpose** When properly completed, this form is used to obtain a non-student Mcard, the University of Michigan's Official ID card, at the Dearborn campus ID Issuing Station. Incomplete or incorrect information may result in no Mcard being issued. Please call the University Center Info Desk 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 the 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 University Center Info Desk at 313 583-6330 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 (1<sup>st</sup> /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 Dearborn 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 location at bottom). **Please print legibly. Questions? Call 313 583-6330.**

## 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)

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☐ 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)

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☐ New (1<sup>st</sup> or Expired\*) Card → Enter 6 digit Dept ID \_\_\_\_\_

☐ Dept Transfer\* → 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.

☐ 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: \_\_\_\_\_ Uniqname: \_\_\_\_\_

Print Dept Name: \_\_\_\_\_

## UM ID Issuing Station Location

UM ID Station	Location	Regular Hours	Phone #
University Center – Info Desk	1133D University Center	M-F, 8 AM – 10 PM	313 583-6330

ID Station does not accept cash or checks. Cardholders must pay for Mcard related fees at the Cashier's Office, 1187 University Center (313) 593-5255, 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.