

**SBS Aggie Card Office
Faculty/Staff/Retiree I.D. Form**

FOR OFFICE USE ONLY
Date: _____ Station # _____
Initials: _____
Staff _____, Badge _____, Special _____
Type of Card/Badge: _____
Cost: _____
Dept. Charge _____

(Please Type)

Must provide Governmental, Picture I.D. (Driver's License, Passport, Etc.)

Date: _____ (Form expires 30 days from issued date)

Name: _____

UIN: _____

Department: _____ **Building #:** _____

Title: _____

Hire Date: _____ (for newly hired employees)

Expiration Date: (must be provided for visitor/guest) _____

Employee Phone #: _____

Billing Account Number: (Fill in appropriate account number)

Part #	Account #	Object Code #
TAMUG=10		5230
TAMU=02		

Contact person for billing: _____

Phone Number: _____ **Email Address:** _____

(This person will be called if we have a problem with your account)

Signature of supervisor or HR Liaison verifying full-time employment, retiring staff, guest, contractor or consultant, other:

Signature: _____

Print Name: _____

**Submit this form to Student Business Services
(Info & Valid Government Photo ID must be provided before your card will be made)**

Privacy Notice: State law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive that information; and (3) you are entitled to have the information corrected at no charge to you.