Employee Name: _______________________________________________________

Employee # (or Student ID): __________________________________________

Department Name: _____________________________________________________

For various purposes, including borrowing from the University of Guelph Library and those of affiliated universities, employees may be asked for a validated U of G Identification Card.

If you wish to obtain this card:

1. Have this form authorized by Human Resources, University Centre Level 5; and
2. Take this form, when authorized, to the ID Card Centre of Registrarial Services, University Centre Level 3, for a required photograph and issuance of the card.

____________________________________
Employee Signature

____________________________________
Date

____________________________________________________________________

Human Resources Authorization

Employee is:  Regular Full Time_____  Temporary_____  Retiree_____  Visitor_____