Human Resources

University of Guelph
ID Card Authorization

Employee Name: ___________________________  Employee Number: _________________

Dept Name: _______________________________   Dept #: __________________________

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

Human Resources Authorized Signature                  Date