



**University of Guelph
ID Card Authorization**

Human Resources

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____

Human Resources Authorized Signature

Date