



**IDENTIFICATION CARD AUTHORIZATION**

Employee Name: \_\_\_\_\_  
First Last

Banner ID Number: \_\_\_\_\_

**Request of ID Card for Spouse and Eligible Dependents**

Please complete the bottom portion to request a College identification card for your family members. The ID card will permit your family members to use the College facilities at times designated for such purposes and attend most special and sports events, although some may have an admission charge. Family members are expected to follow all College policies and comply with the requests of College staff. It is the responsibility of the employee to make sure family members are aware of College policies. *\*Eligible dependents include a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return.*

Spouse

First

Last

Children/dependents

Name

Birth Date

Current Age

1

2

3

4

Identification cards are valid only during the term of an individual's employment with the College. Exception is granted for retirees and their dependents.

Employees shall turn in their identification cards and the identification cards for any dependent(s) at the time their employment terminates.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once this form is completed by the Employee and Human Resources, the Employee should bring this form to User Services, located on the Ground floor of Ferguson Hall to obtain ID cards for spouse/dependants. Once ID's have been created, IT should return this form to HR.