



Bearer Notice For Faculty I.D. Cards

To Be Completed by the Hiring Department:

NAME

SOCIAL SECURITY NUMBER

TITLE

EMPLOYMENT DATES:

Start Date

End Date

ACADEMIC DEPARTMENT

SIGNATURE OF AUTHORIZED
DEPARTMENTAL REPRESENTATIVE

Note to Bearer:

The I.D. Card Office is located in 112 Oakland Center (x2291). Cards must be picked up in person. They cannot be mailed through either the campus or U.S. mail. Please bring one piece of photo identification, and one of the following items to receive your card:

- The original or copy of your **signed** letter of offer
- The original or copy of your check stub
- This Bearer Notice