



UNIVERSITY OF MARYLAND
Office of the Registrar

ID Card Coordinator
First Floor, Mitchell Building
idcard@umail.umd.edu

Phone: 301-314-8240
Fax: 301-314-7915

ID cards are available Mon-Fri 8:30am-4:30pm First Floor Lobby of the Mitchell building.
A Photo ID (driver's license, passport, etc.) must be presented as proof of identity. The
best time to come is Monday through Friday 8:30am-11:30am and 2pm-4pm.

PLEASE PRINT OR TYPE ALL ANSWERS

Employee Information

Employee Name: _____
*Employee Social Security Number: _____ - _____ - _____ *
Date of Birth: (MM, DD, YYYY): ____/____/19_____
Position: _____

Note: Social Security Number and Date of Birth will not appear on the ID cards.

Departmental Information

From Authorized Personnel Staff: _____
Phone Number: _____
E-mail address: _____
Department: _____

*Authorized Signature: _____ *

* Denotes information NECESSARY to produce an ID card.

Check the most appropriate

- | | |
|--|---|
| <input type="checkbox"/> New Employee- Fac & Staff | <input type="checkbox"/> Exchanging Expired Card |
| <input type="checkbox"/> Damaged Card- card must be returned | <input type="checkbox"/> General Assistant (HS Student) |
| <input type="checkbox"/> Retiree | <input type="checkbox"/> Affiliate- Not paid directly by U of M |

If Affiliate please give Affiliates address: _____

For internal use only

Photo ID type:
Issuers Initials:

Police Report Number:
Date:

Revised: 3/8/02