

University of Rochester Department of Public Safety Medical Center ID Office - ID Request Form

All University employees and students receive an identification card (ID) at no cost. These cards are required for library, dining plan and specific door access privileges. The ID cards are encoded with a university identification number and a lost card code (LCC). The LCC is printed on the front of each card. As cards are replaced, the LCC is changed for security purposes. An ID card may be deactivated from the ID system and the dining plan system by calling the RC ID card office 275-3975 (Monday through Friday 10:00 a.m. – 7:00 p.m.); the MC ID card office (Monday through Friday, 8:00 a.m. – 4:30 p.m.). In order to obtain a University of Rochester ID Card you must show a valid photo ID card (ie, driver's license or passport). Please make sure to return your ID card at one of the ID office locations when departing the University.

Type of ID Card Requested (Please Check Appropriate Circles)

- Contractor (\$25 fee)
- Visiting Student/Visiting Medical Student
- Friend of U of R (Gratis), Visitor/Intern/Shadower/Volunteer
- Friend of U of R (\$25 fee), Domestic Partner/Gym/Library
- Other

Please issue a University ID Card for:

Name: _____ Date: _____

Name: _____ Date: _____

Department Name: _____

Start Date: _____ End Date: _____

Requested by (*please print full name*): _____

Authorization Signature: _____ Date: _____

Title: _____ Telephone #: _____