



## Student ID Card Replacement Request

Please make payment with Student Accounts on the 4th Floor of the Main Tower.

1. A request for a Student ID Card replacement will take approximately 24-48 hours to process.
2. Damaged or change of name\* ID cards will be replaced at no charge when you forfeit your old ID card.  
\*Proper documentation of change of name must be on file with the Education Department.
3. Lost or stolen ID cards will be replaced after you pay the \$10.00 fee.
4. All requests must be accompanied by a proper form of identification (i.e. government issued state identification card, driver's license and/or passport).

### STUDENT PERSONAL INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt # City State Zip Country

Housing Assignment  On Campus (Apartments, Bungalows, Ivar, Vine)  Allview  Franklin  Gilbert  
 Off Campus/Commuter  Oakwood

### REPLACEMENT INFORMATION

Reason for Request (Check all that apply)

Lost and/or stolen  Damaged  Change Name\*  New Photo  Other \_\_\_\_\_

\*Name change: Must submit information status change form along with official documentation of name change

### PAYMENT DETAILS

Method of Payment

- Cash
- Check # \_\_\_\_\_
- Credit Card # \_\_\_\_\_ Auth # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_
- Charge Student Account

Payment Received/Processed By \_\_\_\_\_ Date \_\_\_\_\_

### SIGNATURE

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Notes \_\_\_\_\_

ID Created By \_\_\_\_\_ ID Created On \_\_\_\_\_

Student Notified Key Ready For Pick Up at Reception  Email  Phone Call  Voicemail

Student Notified By \_\_\_\_\_ Student Notified On \_\_\_\_\_