

Aggie Card Office Faculty/Staff/Retiree I.D. Form

FOR OFFICE USE ONLY

Date: _____ Station # _____

Initials: _____

Staff _____, Badge _____, Special _____

Type of Card/Badge: _____

Cost: _____

Dept. Charge _____

(Please Type)

Must provide Governmental, Picture I.D. (Driver's License, Passport, Etc.)

Date: _____ (Form expires 30 days from issued date)

Name: _____

UIN: _____

Department: _____

Title: _____

Hire Date: _____ (for newly hired employees)

Expiration Date: (must be provided for visitor/guest) _____

Employee Phone #: _____

Billing Account Number: (Fill in appropriate account number)

Part #	Account #	Part #	Account #	Part #	Account #
System=01		TEEX=09		OSRS=26	
TAMU=02		Forest Service=11		TEES=28	
School of Law=02		TTI=12		Research Found=99	
TAR=06		TVMDL=20		Compass USA=68	
TAE=07		HSC=23		Non-TAMU=68	

(OTHER) Part# _____ **(OTHER) Account#** _____

Contact person for billing: _____

Email: _____ **Phone Number:** _____ **Mail Code:** _____

(This person will be contacted if we have a problem with your account)

Signature of supervisor or HR Liaison verifying full-time employment, retiring staff, guest, contractor or consultant, other:

Signature: _____

Print Name: _____

**Submit this form to Aggie Card Office; Student Business Services Suite 2801, GSC-General Services Complex; 750 Agronomy Rd., College Station, TX 77843-6001
(Info & Government Photo ID must be provided before your card will be made)**

Privacy Notice: State law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive that information; and (3) you are entitled to have the information corrected at no charge to you.