

CATEGORY: PERSONNEL  
SECTION: Employee Services  
SUBJECT: University Identification Cards  
EFFECTIVE DATE: March 24, 2008 Revised  
PAGE(S): 4

I. PURPOSE

To define the steps for the coordination, distribution, and record maintenance for the University Identification (ID) Card program.

II. SCOPE

This procedure applies to the following types of ID cards:

- Employee ID cards
  - Faculty ID cards, both with and without bus privileges
  - Staff ID cards, both with and without bus privileges
  - Research Associate ID cards
- Student ID cards
- Trustee ID cards
- Other ID cards
  - Affiliate ID cards
  - Non-affiliate ID cards
  - Badges

This procedure includes information on validation, replacement, and collection of expired ID cards.

III. ADMINISTRATIVE RESPONSIBILITIES

Panther Central has overall responsibility for the administration and implementation of the University ID card program.

Panther Central is responsible for:

- Producing and distributing all University ID cards
- Coordinating the production and distribution of ID cards with the appropriate unit throughout the University
- Maintaining the ID card data base and associated records

Academic Departments/Administrative Offices are responsible for:

- Providing pertinent data on faculty, staff, student, trustees, and other affiliates of the University to the ID Center, necessary for the production of ID cards
- Assisting with the distribution of ID cards, as needed
- Collecting ID cards upon termination of University association, as needed.
- Coordinating with Panther Central special forms of identification used within the unit



to Panther Central.

- Panther Central
2. Verify that the applicant has no Student Service Hold restricting the issuance of any University ID card, in accordance with Policy 09-04-09, Student Service Holds.
  3. Verify University association through the ID data base at the time the card is requested.
    - a. Individuals who are not in the ID data base at the time of the request will be referred back to their appropriate office or department.

- Sponsor
4. Complete FORM 0015, University ID Card Application (Exhibit A), as instructed by the Form Instruction Guide attached.
  5. Submit completed FORM 0015 to Panther Central prior to the issuance of ID cards.

- Panther Central
6. Issue the appropriate ID card.

#### Replacement of ID Cards

- Panther Central
1. Replace ID cards as follows:

For replacement due to changes in name:

    - a. Individual must turn in current ID card. Panther Central will reissue the ID card upon verification of a change.

For lost, stolen, or damaged cards:

    - b. Individual must present appropriate identification. Panther Central will replace and assess a \$20.00 fee.

Campus, School,  
Department Program,  
or Sponsor

2. Return the recovered cards to Panther Central.
3. Notify the ID Card Center by memorandum of all cards that were not returned.

#### Confiscation of ID Cards

Campus, School,  
Department Program,  
or Sponsor

1. Confiscate the ID card under the following circumstances:

- a. When presented by other than the individual to whom it was issued
- b. When it is determined that the ID card is being used improperly

VI. EXHIBITS

Exhibit A - FORM 0015, University ID Card Application  
FORM 0015 Form Instruction Guide

Exhibit B - Offices Authorized to Approve ID Card Applications

VII. REFERENCE

[Policy A0 36, University Identification Cards](#) (formerly 07-10-01)