UNIVERSITY of GUELPH

Human Resources

University of Guelph
ID Card Authorization

Employee Name:		Employee #:	
Dept Name:		Dept #:	
U of G Phone:		Barcode #:	

For various purposes, including borrowing from the University of Guelph Library and those of affiliated universities, employees may be asked for a validated U of G Identification Card. If you wish to obtain this card:

1. Have this form authorized by Human Resources, University Centre Level 5; and

2. Take this form, when authorized, to the ID Card Centre of Registrarial Services, University Centre Level 3, for a required photograph and issuance of the card.

Employee Signature _____ Date _____

Human Resources Authorization

Employee is: [ ] Regular Full-time [ ] Temporary [ ] Retiree

Human Resources Authorized Signature _____ Date _____