INSTRUCTIONS FOR
UNIVERSITY OF MICHIGAN Ann Arbor Campus
Identification Card Request and Change Form

Questions? Call the Mcard Center at (734) 936-2273

Purpose — When properly completed, this form is used to obtain a non-student Mcard, the University of Michigan's Official ID card, at Ann Arbor campus (non-Michigan Medicine) ID Issuing Stations. Incomplete or incorrect information may result in no Mcard being issued. Please call the Mcard Center with any questions.

Who Must Use This Form — All ***non-student*** personnel are required to have this form completed to obtain an Mcard. A person in need of an Mcard is only required to sign and date near the top of the form and the **U-M supervisor** should complete the rest of the form and sign prior to visiting an ID Issuing Station. Photo ID (such as a driver's license, state ID, military ID or passport) is required at the time of Mcard issuance. Persons in Michigan Medicine need to complete a separate Michigan Medicine ID Request & Change Form.

Instructions

Request For — **Enter full name. Enter UMID# if known.**

Cardholder Signature — **Cardholder must sign and date.**

Major Classification — **Choose one of the classifications listed.** *Faculty, Staff, and Retiree* Mcards are valid for up to 5 years, while other classifications are a year or less. *Visiting Scholars (Academic Affiliates)* are not usually required to complete this form. *Scholars* paid by the University are considered *Staff*. *Scholars* not considered a student and not paid by University are considered to be a *Visitor*. *U-M Temps* are temporary employees acquired through U-M Temporary Staffing Services. *Contracted Temps* (Kelly Services, Accountemps, etc.) can receive an Mcard if required to have photo ID or building access. If a classification does not appear on the form, please contact the Mcard Center at (734) 936-2273 for additional information.

Reason for Request — **Choose one of the reasons listed.**

IMPORTANT: The Dept ID must be included as it is used to create the Cardholder's affiliation.

New (1ˢᵗ /Expired) Cards: The first and expired *Faculty, Staff*, *Retiree, and UM Temporary Employee* Mcards do not require payment while all other classifications require a $4.00 payment from cardholder or by department/unit's U-M Shortcode. To replace an expired Mcard, the cardholder **must** turn in the expired Mcard, otherwise a $20 replacement fee will apply.

Department Transfer: Only use for *U-M employees* when the cardholder obtains a new position such that the affiliation (what is printed below the name on the front of the Mcard) changes. For instance if a Payroll staff member obtains a new position with the School of Music, their affiliation will change from Payroll to School of Music. Cardholder must turn in old Mcard to obtain a free, new Mcard, otherwise a $20 replacement fee will apply.

Lost Card: Only select this box if the replacement fee is to be charged to a U-M Short Code. Lost valid Mcards can be replaced at an ID Issuing Station for a $20 replacement fee without using this form.

Damaged Card: This form is not needed. Turn in damaged card to ID Issuing Station for a replacement. If ID Issuing Station determines damage is normal wear and tear, the replacement card is free otherwise the replacement fee applies.

Shortcode — **Shortcode must be entered if department/unit is to be charged for Mcard.**

Dept Level Managmnt Signature — **Signature of responsible person to authorize the issuance of an Mcard and/or charge to department's Shortcode. THIS LINE MUST BE SIGNED, DATED, AND INCLUDE MANAGEMENT'S PHONE NUMBER. Mcard will not be issued without authorization.**

Print Mgt Signer's Name **Please print name legibly. Include management's Uniqname.**

Print Dept Name — **Print Department's name legibly.**

Instructions: Authorizing Dept completes form including authorizing signature, cardholder only signs and dates below, *prior* to presenting form to a UM Identification Issuing Station (see locations at bottom). **Please print legibly. Questions? Call 734 936-2273.**

Request for: _____

Last Name   First Name   Middle Initial   UMID or uniqname

I certify that the data and photo provided and contained on my University of Michigan identification card are accurate and correct.

Cardholder Signature: _____

(Must be signed)   Date

Major Classification (*Select only one box*)

Questions? Call 734 936-2273

❑Faculty   ❑Staff   ❑Retiree

If card is to be valid *less* than 5 years, indicate expiration date: ____/_____/_____

First card free. Expired cards turned in to an ID Issuing Station are replaced for free.

❑Contractor ❑UM Temp Employee ❑Contracted Temp
❑Vendor ❑Visitor

If card is to be valid *less* than 1 year, indicate expiration date: ____/_____/_____

Expired cards require a new completed ID Request form for replacement.

Reason for Request (*Select one*)

Questions? Call 734 936-2273

❑New (1st or Expired∗) Card → Enter 6 digit Dept ID _____

❑Dept Transfer* → Enter 6 digit Dept ID_____

New & Expired Contractor, *Contracted Temp, Vendor, & Visitor* cards require $4.00 payment from cardholder or valid Short code entered below.

❑Lost Card* (Only check box if replacement card fee is to be charged to Short Code below, otherwise this form is generally not needed.)

←**Enter Short Code (6 digits)** *if charging card fee to U-M Dept/Unit*

Signature of Dept Level Management _____

Authorizing the issuance of Card *and/or* charge to Short Code (*Must be signed*)   Date   Phone #

Print Management Signer's Name: _____**Uniqname:**_____

Print Dept Name: _____

UM ID Issuing Station Locations

UM ID Station	Location	Regular Hours	Phone #
Central Campus- Mcard Center	1011 Student Activities Building	Mon-Fri, 8AM-5PM	734 936-2273
Central Campus Rec Sports	3269 Central Campus Recreation Building	Call for hours	734 763-3084
North Campus - Mcard Center	B430 Pierpont Commons	Call for hours	734 763-6294
Human Resources	250G Wolverine Tower	Mon 10:30AM-4:30, Tue-Fri, 8:30AM-4:30PM	734 763-7385
Athletics Ticket Office	Hartwig Ticket Office 1000 S State St	Mon-Fri, 8:30AM-5PM	734 764-0247

All ID Stations above accept cash and checks. The Rec Sports and Athletics Ticket Office also accept credit cards.

∗ Previous Mcard must be turned in at time of replacement, otherwise the replacement fee applies.
   $20 replacement fee applies for abused, lost, or stolen Mcards.
   Replacement fee is waived for stolen card if a police report/police report number is presented to ID issuing station before new card is issued.