

## UB ID Card Request Form

Name: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Department/Company Name: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Supervisor Signature of Approval: \_\_\_\_\_

Method of Payment:

Charge Dept. Account (UB Departments only) # \_\_\_\_\_ -OR- Pay at time of Pick Up

Department Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

Please state which building(s) you will require access to: \_\_\_\_\_

Please state which floor(s) you will require access to: \_\_\_\_\_

Employee will be a                      full time building resident                      regular visitor of the building

Please Select Appointment Type

State	RF/UBF	Volunteer	Student
Tenant	Practice Plan	Vendor	Other

Are you currently a University at Buffalo employee?                      Yes                      No

If Yes: Do you have a current UB ID Card?                      Yes                      No  
 If yes, your current ID card will need to be surrendered at the time your new card is picked up.

Please provide your UB Person # \_\_\_\_\_

OFFICE USE ONLY
Mifare # _____

Please provide your ISO# \_\_\_\_\_  
 This is the 16-digit number located under your photo on your current ID Card.

If No: Have you previously had a UB ID Card? (as a former employee or student)                      Yes                      No  
 The UB Card office will generate a UB Person Number and ISO Number for you. Once provided this information, please refer to the website below in order to upload a photo of yourself to be used on your ID. The website provides guidelines for acceptable photos.

<http://myubcard.com/card/submit-card-photo>

- You will need to enter your new UB Person Number in order to successfully submit your photo.

You will be notified when your card is ready and you will need to show photo ID at time of pick up. Please contact the UB Card office with any questions or to verify hours of operation.

Please indicate which location you would like to pick up your card:

**North Campus**

1 Capen Hall  
 M – F 9:00am – 4:30pm  
 645-6344  
 Summer & Holiday hours may vary.

**South Campus (Closed during Summer)**

114 Diefendorf Hall  
 Monday and Thursday  
 9:00 –1:30pm & 2 -4pm  
 829-3682

**OFFICE USE ONLY:**

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_ I/P: \_\_\_\_\_