



THE CATHOLIC UNIVERSITY OF AMERICA

Department of Public Safety

Campus Transportation Management & Identification Office

121 Leahy Hall

(202) 319-5113

APPLICATION FOR NON-CUA PERSONNEL IDENTIFICATION CARD

NOTICES

This form is to be used by departments and vendors who wish to have their employees issued a Catholic University of America non-employee identification card. This form has sections for both the applicant and for the department or vendor to complete. This form must accompany requests for a non-CUA identification card; completed forms can be brought to the Department of Public Safety Campus Transportation Management & Identification Office. Id cards will be printed while you wait. Identification cards should be worn at all times while on University property. Lanyards and cardholders are provided so that the card can be properly displayed by the holder. While on University property, the holder must present his/her identification if stopped or asked for identification. Valid identification cards are required to purchase a permit to park on University property.

TERMS AND CONDITIONS

1. The Id card is issued by, and is the property of, CUA and is non-transferable.
2. Any violation of University policies and procedures by a cardholder may result, at CUA's sole discretion, in the Id card being revoked.
3. The cardholder is only allowed to use the card that he\she has been issued. The Id card will be confiscated if used by someone other than the cardholder.
4. Lost or stolen cards must be reported immediately to the Department of Public Safety in Leahy Hall. The replacement fee for lost or stolen cards is \$30. A damaged card may be replaced for free when the old card is returned.
5. Issuance of a non-CUA personnel Identification card does not entitle the holder to privileges reserved to students, faculty or staff at the University.
6. Possession or use of the Id card means you accept the terms and conditions of this policy. All terms and conditions of this policy apply to all uses of your Id card, whether for use as a CUA identification card, a building access card or otherwise.

---KEEP THIS PAGE FOR YOUR RECORDS---



THE CATHOLIC UNIVERSITY OF AMERICA

Department of Public Safety

Campus Transportation Management & Identification Office

121 Leahy Hall

(202) 319-5113

APPLICATION FOR NON-CUA PERSONNEL IDENTIFICATION CARD

Instructions: This form is to be used by departments and vendors to request id cards and/or access cards for non-CUA personnel who are classified as contractors. The applicant should fill out the applicable information and have the form authorized by a department administrator. This form should be brought to the Campus Transportation Management & Identification office when requesting an id or access card.

Applicant fills out this section:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: (____) _____ - _____

Company: _____

Title: _____

Department Authorization:

Requesting Supervisor: _____

Department: _____

Applicant Approved to receive: ID Card

ID Card & Door access card

Public Safety Use Only:

Expires: ____ / ____

Non-CUA Personnel ID Number: _____

Fascard Number (if Applicable): _____