

AUTHORIZATION FOR PENN STATE id+ CARD

id+ Office
 20 HUB-Robeson Center
 University Park, PA 16802
 Phone: 814-865-7590
 Fax: 814-865-2929
www.idcard.psu.edu

Hours of Operation:
 Monday 8:00 am to 5:00 pm
 Tuesday 8:00 am to 5:00 pm
 Wednesday 9:00 am to 5:00 pm
 Thursday 8:00 am to 5:00 pm
 Friday 8:00 am to 5:00 pm
 Saturday 10:00 am to 3:00 pm
(Fall & Spring Semesters Only)

For non-University Park id+ Office locations and hours, please visit our website at www.idcard.psu.edu/office-locations.

Must be completed by the HR Representative of the hiring/sponsoring department:

Name: _____
(please print) Last First MI

PSU ID: _____
The individual's PSU ID number MUST be listed above. If a PSU ID number is not already on file for this individual, it is the hiring/sponsoring department's responsibility to assign a new PSU ID number.

Campus Address: _____

Campus Telephone: _____

College/Admin Area: _____

Check One	Appointment Type	Card Type Issued	Eligibility End Date*
<input type="checkbox"/>	Standing	Faculty/Staff	N/A
<input type="checkbox"/>	Fixed Term Multi-Year/I/II	Faculty/Staff	
<input type="checkbox"/>	Supplementary I/II	Faculty/Staff	
<input type="checkbox"/>	Post Doc	Faculty/Staff	
<input type="checkbox"/>	Wage Payroll	Affiliate	
<input type="checkbox"/>	Adjunct Appointees	Affiliate	
<input type="checkbox"/>	Visiting Professors	Affiliate	
<input type="checkbox"/>	Visiting Scholars	Affiliate	
<input type="checkbox"/>	Interns	Affiliate	
<input type="checkbox"/>	Board of Trustees	Affiliate	

* Please indicate when the appointment or affiliation with the University is expected to terminate. Cardholder will not be eligible to receive a replacement card beyond this date. Eligibility end dates can be revised and extended by faxing a revised copy of this form to (814) 865-2929.

Authorized HR Signature: _____

Printed Name/Title: _____

Department Name: _____

Telephone Number: _____

E-mail Address: _____

PHOTO IDENTIFICATION REQUIRED to obtain a Penn State id+ Card