



ID Card Request

Carnegie Mellon University students, staff, faculty and retirees seeking a new or replacement Carnegie Mellon ID card should complete this form and submit it to The HUB's ID Card services team via email or in-person at The HUB. Relevant fees will apply.

CARDHOLDER INFORMATION

Name: _____
Last/Family, First/Preferred, MI

Andrew UserID: _____

UNIVERSITY AFFILIATION

Student

Undergraduate

Graduate

Pre-College

Employee

Staff

Staff Retiree

Faculty

Emeritus Faculty

REASON FOR REQUEST

Lost
Replacement fee of **\$30**

Worn/Damaged
Replacement fee of **\$10**
(prior to expiration)

Stolen
Replacement fee of **\$30** unless
police report is presented

Legal Name Change
Before submitting this form, complete the Change of Name form & submit it to cmuregistrar@andrew.cmu.edu. **\$10** fee waived if current card is surrendered.

Photo Change
Replacement fee of **\$10**

Preferred Name Change
Replacement fee of **\$10**

PAYMENT INFORMATION

Check payable to Carnegie Mellon University

Credit/Debit

Student Account

SIGNATURE

I certify that the information provided and contained on this form is accurate and correct.

Signature: _____

Date: _____
mm/dd/yyyy