

Carnegie Mellon University

The Card Office
Lower Level, Warner Hall, A15
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone (412) 268-5224
Fax (412) 268-5310
E-mail idplus@andrew.cmu.edu
URL <http://www.cmu.edu/idplus>

Identification Card Request Form

Please print legibly.

Cardholder Information

Name _____

Contact Phone _____ Email Address _____

University Affiliation

Student

- Undergraduate
 Graduate

Employee

- Staff
 Faculty
 Special Faculty
 Staff Retiree
 Emeritus Faculty

Reason for Request

- Lost (*Replacement fee of \$15*)
 Stolen (*Replacement fee of \$15, unless police report is presented*)
 Other (*Please specify below.*)

- Name Change (*Processing of Change of Name Form must be completed; Replacement fee waived if older card is presented*)
 Damaged (*Damage must be due to natural wear, or else a \$15 replacement fee applies.*)

Payment Information

- Cash
 Check payable to Carnegie Mellon
 Student Account
 PlaidCa\$h

Signature

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

_____ Date _____

Office Use Only

Card Number _____ Date _____

Processed by _____ Fee Paid _____