

Carnegie Mellon 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](mailto:idplus@andrew.cmu.edu)  
URL <http://www.cmu.edu/>

Please print legibly.

### Cardholder Information

Name \_\_\_\_\_  
Last Name First Name

### University Affiliation

#### Student

- Undergraduate     Pre College  
 Graduate

#### Employee

- Staff     Special Faculty     Staff Retiree  
 Faculty     Emeritus Faculty

### Reason for Request

New Card Request

Lost

*Replacement fee of \$25.*

Worn/Damaged

*Replacement fee of \$25 if damage is not due to natural wear.*

Stolen

*Replacement fee of \$25, unless police report is presented.*

Renewal of Expiring Card

Name Change

*Please complete Change of Name form (available at The Hub).*

*Replacement fee waived if older card is presented.*

Other (specify)

\_\_\_\_\_

### Payment Information

Cash

Check payable to Carnegie Mellon

Student Account

Plaid Cash

Credit/Debit Card

### Signature

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

\_\_\_\_\_ Date \_\_\_\_\_