



**ID Card Renewal Authorization
For Distance Learning Departmental Designates Only**

Cardholder Information

Name: _____
Last First MI

Cardholder Release Statement

I authorize _____ to renew my Carnegie Mellon ID Card for me. I understand that my expiring ID Card must be surrendered to ID Card Services in order for my card to be renewed. I will notify ID Card Services if I do not receive my renewed ID Card in a timely manner. I take full risk and responsibility for any misuse of my ID Card that may occur while my ID Card is not in my possession.

Cardholder Signature: _____ Date: _____

Card Acceptance Statement

I am accepting delivery of a renewed ID Card for the above named ID cardholder. I understand that I must deliver the ID Card directly to the above named cardholder in person and cannot use an alternative delivery mechanism such as leaving the card unattended in a campus mailbox or sending the card by US Mail. I accept full risk and/or responsibility for any misuse of the ID Card until it is returned to the possession of the above named ID cardholder.

Recipient Name (please type/print): _____

Recipient Signature: _____ Date: _____