



# IDENTIFICATION CARD

## Request & Change Form

**Instructions:**

- Department head or authorized representative must complete this form (please print).
- Card holder must submit the completed form to the Michigan Medicine Security Key/ID Office (Med Inn Building C158; M-F, 7 a.m. - 4 p.m.)
- Questions? Call: (734) 763-6376 | Fax: (734) 763-5016

**ID CARD REQUEST FOR:**

<b>NAME (PRINT)</b>	(first)	(last)
<b>UMID OR UNIQUENAME</b>	<b>BIRTHDATE</b> ____/____/____ (mm/dd/yyyy)	
<b>EMAIL ADDRESS</b>	<b>PHONE</b>	

I certify that the information provided for my Michigan Medicine/University of Michigan Identification (MCARD) card is true, accurate and complete.

**CARD HOLDER'S SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MICHIGAN MEDICINE AFFILIATION - YELLOW CARD (SELECT ONE)** (Instructions on page two)

Valid For <b>5</b> years	<input type="radio"/> MICHIGAN MEDICINE STAFF	<input type="radio"/> U-M STUDENT	<input type="radio"/> RETIREE
	<input type="radio"/> 1ST YEAR NURSING STUDENT NO ACCESS NEEDED	<input type="radio"/> HOUSE OFFICER	
Valid For <b>1</b> year	<input type="radio"/> MICHIGAN MEDICINE TEMPORARY EMPLOYEE <small>(Paid by Michigan Medicine)</small>	<input type="radio"/> U-M CAMPUS FACULTY <small>Receives U-M benefits - Adjunct needing access to hospitals)</small>	<input type="radio"/> U-M STUDENT VOLUNTEER
	<input type="radio"/> VISITING CLINICAL SCHOLARS <small>(Paid by Michigan Medicine)</small>	<input type="radio"/> STUDENT FELLOWS	<input type="radio"/> U-M EMPLOYEES OR RETIREE <small>(Working as a contractor or vendor)</small>
Valid For <b>1</b> year	<input type="radio"/> CSR NURSES <small>(Paid by Michigan Medicine)</small>	<input type="radio"/> ADV. POSTGRAD TRAINEES	
		<input type="radio"/> OTHER	

**NON-MICHIGAN MEDICINE AFFILIATION - RED CARD (SELECT ONE) - VALID FOR 1 YEAR - (NOT U-M BENEFITTED) - \$6.00 FEE**

<input type="radio"/> VOLUNTEER	<input type="radio"/> VENDOR	<input type="radio"/> CONTRACTOR/TEMP - COMPANY: _____
<input type="radio"/> VISITOR <small>includes: clinical/research scholars, special purpose trainees and academic affiliates</small>	<input type="radio"/> VISITING OBSERVER <small>Clinical or non-clinical</small>	<input checked="" type="radio"/> VISITING STUDENT - SCHOOL: _____
	<input type="radio"/> VISITING INTERN <small>Clinical or non-clinical</small>	<input type="radio"/> NO ACCESS - ISSUE NON-PROXY

**REASON FOR REQUEST (SELECT ONE)**

<input checked="" type="radio"/> NEW (1ST ID)	<input type="radio"/> DEPARTMENT CHANGE	<input type="radio"/> NAME CHANGE	<input type="radio"/> STOLEN - REPORT # _____
<input type="radio"/> STATUS CHANGE TO: <input type="radio"/> TEMP <input type="radio"/> REG	<input type="radio"/> EXPIRED CARD	<input type="radio"/> DAMAGED/BROKEN \$20 replacement fee	<input type="radio"/> LOST - REPORT # _____ \$20 replacement fee
<input type="radio"/> RETURNING CARD	KEY/ID STAFF SIGN (if received) _____ DATE _____	<input type="radio"/> ADD MEDICAL CREDENTIALS _____ <small>Must be authorized as accurate and correct by department</small>	

**TO CHANGE ACCESS (PROVIDE DESCRIPTION)**

<input checked="" type="radio"/> INCREASE ACCESS - (Provide explanation of area or card reader numbers, e.g., grant access to area, doors, etc.) All exterior doors.
<input type="radio"/> REDUCE ACCESS - (Provide explanation of area or card reader numbers, e.g., remove access to area, doors, etc.)

**COMPLETE ALL FIELDS BELOW: MUST BE COMPLETED TO CREATE CARDHOLDER'S AFFILIATION OR SPONSOR**

SHORTCODE	FUND	DEPT. ID#	PROGRAM	SUBCLASS	PROJ/GRANT
206070	5600	316070		31100	

For items requiring payment of a \$20 fee, the sponsoring department may authorize the Key/ID Office to charge the fee to the department by indicating "Charge Department - Yes" below. Cardholders may pay by cash or check at the UH Cashier's Office (Rm. 2B221) and then submit the paid receipt to the Key/Id office. If a report is required, contact DPSS at (734) 936-7890.

April Stingo

*April Stingo*

DEPARTMENT HEAD / AUTHORIZED REP NAME

SIGNATURE

DATE

DEPARTMENT: PD&E Clinical Placement

PHONE: 5-6910

CHARGE DEPT:  YES  NO

ACCESS  ISSUED  REMOVED  DNU  No Change