



UNIVERSITY OF ST. THOMAS
 Office of Student Affairs
 3909 Crooker Center
 2nd Floor, Box 161
 Houston, Texas 77006
 713-525-3570

IDENTIFICATION CARD APPLICATION

(Check appropriate box on other side.)

1. PERSONAL DETAILS:

Please read Terms and Conditions before signing this application.

If you are requesting a replacement card for any reason other than loss or theft, you must surrender the old card or a fee applies.

PLEASE CHECK THE APPROPRIATE BOX:

Student Faculty Staff Alumni Visiting Student or Faculty Special Program Other _____

ID#: _____ Date of Birth: _____ (mm/dd/yyyy)

First Name: _____ M.I.: _____ Last Name: _____

Day-time Phone Number: _____ E-mail Address: (preferred) _____

2. POLICIES & USES:

The UST ID Card is the official UST identification card for students, faculty, and staff and other special programs authorized by UST. A valid picture ID (driver's license/passport/state ID card/permanent resident card) and proof of current enrollment and/or employment must be on record before a UST ID card will be issued. **Applicants under 18 years of age will be issued a card only with parental/guardian signature.** For purposes of the ID photo, an applicant may not wear any article of clothing, eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or obscure a positive identification.

YOUR OFFICIAL UST ID CARD IS A:

- Card Key for cardholders who live in the various residential locations on campus (i.e., Guinan Hall, Young Hall).
- Parking Garage Access Card for cardholders who have paid the parking permit fee or are UST employees.
- Dining Plan Card for cardholders participating on a residential meal plan or a flex dollar plan.

IT ASSIGNS PRIVILEGES SUCH AS:

- Library privileges for cardholders that meet status criteria for library access/check-out of books and materials.
- JAAC privileges for cardholders that meet status criteria (current student, staff, faculty, alumni and gym memberships).

ID Card Replacement Fees: \$10 (first card), \$20 (second card), \$40 (all subsequent cards)

The above fees apply to replace lost, stolen, damaged or altered cards (i.e.: hole-punched, cut, marked, glued, taped, etc.). Worn (image or bar code no longer visible) or defective cards (defective chip or magnetic strip) will be replaced at no charge.

- For **all defective cards reported**, a verification form **MUST** be obtained from authorized staff where the card would not scan.
- **Campus student-residents MUST** bring replacement cards to a Residence Life RA to have dorm and hall doors re-keyed.
- **Temporary Key Cards MUST** be returned to Res Life staff upon receipt of a new or replacement ID card.
- **ALL** ID cards that have been reported lost or stolen, and/or have been replaced **WILL BE DEACTIVATED.**
- **DO NOT** attempt to use a card that has been replaced. All cards that are found should be **surrendered to Security.**

Signature of Cardholder

Date

Signature of Parent/Guardian (if applicant under age 18)











Date

3. ID CARD DETAILS

Please read **Terms and Conditions** before signing the front side of this application

If you are requesting a replacement card for any reason other than loss or theft, you must surrender the old card or a fee applies.

Please check one of the following:

<p>I am a <u>New Student or Employee</u> applying for my first ID card</p> <ul style="list-style-type: none"> I have presented the required proof of identification. <i>Applicants under the age of 18 must have parent or guardian signature.</i> 		<p>Free</p>
<p>I am a <u>High School Student</u> participating in a special UST program</p> <ul style="list-style-type: none"> My parent or guardian has signed the front side of this application. 		<p>Free</p>
<p>My <u>status has changed</u> (i.e., from student to staff or faculty)</p> <ul style="list-style-type: none"> I have surrendered my existing ID card for a free replacement. 		<p>Free</p>
<p>My <u>name has changed</u>. This information has been updated in the University records</p> <ul style="list-style-type: none"> I have surrendered my existing ID card for a free replacement. 		<p>Free</p>
<p>I would like to <u>update my photo</u></p> <ul style="list-style-type: none"> My ID card is in good condition. I have surrendered my existing ID card. 		<p>\$10</p>
<p>I would like an <u>Alumni ID card</u></p> <ul style="list-style-type: none"> I am a graduate of UST. I understand my degree must be verified. 		<p>\$10</p>
<p>My ID card was <u>lost, stolen or damaged</u> and I am applying for a replacement</p> <ul style="list-style-type: none"> If card has been altered or visibly abused in any way, fees apply 		<p>1st (\$10) 2nd (\$20) 3rd or more (\$40)</p>
<p>My ID card will <u>no longer scan</u> at one or more card reader locations</p> <ul style="list-style-type: none"> I have submitted the required verification form. 		<p>Free</p>
<p>My card has <u>expired</u> (issued prior to 2004) or My card is <u>badly worn</u> (photo or barcode no longer visible or clear)</p> <ul style="list-style-type: none"> I have surrendered my ID card for a free replacement. 		<p>Free</p>
<p>My information is <u>incorrect</u></p> <ul style="list-style-type: none"> I have entered the correct information on the front side of this form 		<p>Free</p>

4. PAYMENT DETAILS

You may pay by cash or check made payable to the University of St. Thomas. Your Driver License Number will be required. Checks presented that are in the name of anyone other than the ID cardholder, will be contacted to verify authorization.

Credit card payments are accepted at the Business Office located at 4115 Yoakum Street, Hertzstein Enrollment Service Center, 2nd floor.

A credit card payment must be made **prior** to visiting the Student Affairs Office, and a receipt must be presented to Student Affairs staff **before** a replacement card will be issued.