

NCRC Identification Card Request and Access/Change Form

Instructions: The person requesting a new or changes to their current Mcard are to complete this form and obtain their department manager's signature prior to visiting the NCRC ID Station @ 2800 Plymouth Rd., building 18, room G018A. Monday – Friday, 9:00am – 12:00pm and 1:00pm - 4:30pm or by appointment. Questions? Call (734) 764-9004 or email NCRCAccess@umich.edu

I certify that the data and photo provided that is contained on my University of Michigan identification card are accurate and correct.

Cardholder Signature and Date: _____
 (To be signed and dated at the time of receiving your new Mcard)

Request is for:			
Name	(Last)	(First)	
U of M Dept ID # or Company Name		Birth Date (required for new cards only)	(mm/dd/yyyy)
Email Address		UMID #	(12345678)
Building & Location	(Bldg. #)	(Office/Work Station/Lab #)	Phone # (123-456-7890)

Major Classification (Select one):		
Note: Faculty, Staff, and Student expiration date is 5 years or less all other classifications are 1 year or less.		
Faculty	Staff	Student (only those affiliated with NCRC)
Contractor (Company Name)	Contracted Temp (Agency Name)	
Vendor (Company Name)	U of M Temp Employee	
Tenant (Company Name)	Other	

Reason for Request (Select all that apply):			
New and/or NCRC Site Access	Move-In Package needed	Name Plate (to read):	
Status Change (Temp/Contractor to Regular)	Department Transfer	Data Change	Name Change
Damaged	Expired	Lost	Stolen Report #
Other:			
New & Expired Mcards for Contractor's, Contracted Temp's & Vendor's require a \$4 fee. If charging fees to a U of M department, please provide the 6 digit Short Code _____.			

Additional Access (If other than general site access is needed; indicate below and obtain an Authorized Signature for those areas):				
Vivarium	Mechanical Room	Penthouse	Data Closets	Roof
Other:				
Approver's Name (Print Name):				
Approver's Signature:			Date:	

Authorizing the issuance/changes of an Mcard	
Approver's Name (Print Name):	Phone #:
U of M Department Name (or company name if Tenant):	
Approver's Signature:	Date:

NCRC ID Station staff only		
Mcard Expiration Date:	Issued by:	Date:

Instructions for NCRC Identification Mcard Request and Access/Change Form

Purpose: This form is used to obtain/change an Mcard at the NCRC ID Station only, The University of Michigan's official ID card. Incomplete or incorrect information may result in no Mcard being issued/changed.

Who Must Use

This Form: U of M Personnel (non-student), Tenants, and Contractors located at NCRC are required to have this form completed to obtain/change an Mcard.

A person in need of a new or replacement Mcard are required to complete this form and obtain their department's authorized signature prior to visiting the NCRC ID Station. U.S. Government issued Photo ID (i.e., Driver's License, Passport) is also required at the time of a new Mcard issuance.

Those that have received a new or replacement Mcard from another Mcard Station and need NCRC access must complete this form (Note: Smart Cards can only be activated at the NCRC ID Station; Prox Cards can be activated by emailing the form to NCRCAccess@umich.edu).

Instructions for each section of the form

Cardholder

Signature: Cardholder must sign and date at the time they receive their new Mcard.

Request is

for: Enter full name, U of M Department # or company name, birth date (only required if a new Mcard is being issued), enter email address, UMID #, building & location, and phone# (Note: Those that do not have a email address, phone or office/lab space are to reference their Approver's information. Those receiving a new Mcard will receive a UM ID # upon issuance of their Mcard).

Major

Classification: Choose one of the classifications listed:

- **Faculty, Staff, and Student** Mcards are valid for up to 5 years
- **U of M Temps** are temporary employees
- **Contracted Temps** refer to temporaries (i.e., Manpower, Kelly Services, Accountemps) working at NCRC
- Other are non-U of M employees (i.e., Child Care Parent)
- **Tenants** are outside companies leasing space at NCRC

All non-faculty/staff Mcards are valid for 1 year or can expire on a specific date less than 1 year.

Reason for

Request: Choose one of the reasons listed:

- **New or Expired Cards:** The first new Mcard and expired Mcards for Faculty, Staff, and U of M Temp employee's do not require payment while all other classifications require a \$6 payment from the cardholder or charged to a U of M department's Short Code. Note: If the request is for a "New" Mcard, also check the boxes if a "Move-In Package" and/or "Name Plate" are needed. To replace an expired Mcard, the cardholder **must** turn in their old Mcard to obtain a free replacement; otherwise a \$20 fee will apply.
- **Department Transfer:** A new position that changes their U of M affiliation (information printed below the name on the front of the Mcard)
- **Name Change**
- **Status Change:** Temporary/Contractor to full-time U of M regular employee
- **Data Change**
- **Damaged Cards:** \$6 fee applies for a replacement

Lost or Stolen Cards: Must be reported to our office within 24 hours (see contact information at the bottom of this page). \$20 replacement fee applies and is to be paid by the cardholder or a U of M department's Short Code. Replacement fee is waived for stolen cards, if a police report is presented to the NCRC ID Station before a new Mcard is issued. **NCRC ID Station accepts cash only.**

Additional

Access: Mcard holders will be granted general access to the NCRC campus (exterior doors), if additional access is needed, please indicate by placing a check mark in the appropriate box(s) and obtain the proper authorized signature for those areas.

Authorization: Signature of person responsible to authorize the issuance of an Mcard. This section must be completed in order for an Mcard to be issued.

Questions? Call the NCRC ID Station at (734) 764-9004 or email NCRCAccess@umich.edu