

SECTION 1 To be completed by Human Resources	Personal Identification and Information	
	Last Name	First Name
	Division	Department
	Z-Number	Username
	Z	

SECTION 2 To be completed by Human Resources	ID Card Information			
	ID Card Type	Faculty	Staff	Essential Employee
		Adjunct	TES	Police
Notes Police ID Cards can only be issued by Access Control. The ID Card types "Associate" and "Contractor" are no-longer in use and have been replaced by the "Affiliate" card type. For "Affiliate" ID Cards, please refer the individual to Information Security (E-012) or email information.security@stockton.edu				

APPROVED BY HUMAN RESOURCES	
Human Resources Signature _____	Date _____

SECTION 3	Acceptable Usage Policy Information
	The use of the University ID Card is governed by all regulations established by Stockton University and is NOT transferable and should be carried at all times. There is a replacement fee for lost or damaged cards. For the University's full Acceptable Use Standards, please visit: https://stockton.edu/information-technology/acceptable-use-standards.html

IDENTIFICATION CARD RECEIVED	
Employee Signature _____	Date _____

TO BE COMPLETED BY REGISTRAR OR ACCESS CONTROL	Card Provisioned	
	Date	Initial