



ID Card



EAST TENNESSEE STATE
UNIVERSITY

Campus ID Services

Distance/Online Student ID Card/Badge Request Form



ID Badge

(Department request only)

Fill out the below information to request your ID card and/or badge be sent to you via USPS mail. First-time ID cards are printed at no charge. ID cards can only be printed if you are registered for classes. First-time ID Badges are \$5. ID Badges can only be printed if you are approved by your department to receive one. Replacements for either ID card or badges will require a fee of \$16.43.

Name: _____

E#: _____

Address: _____

Which are you requesting? (please circle): ID Card / ID Badge / Both

Please follow these below steps:

1. Send an email containing the following to IDBUCS@etsu.edu:
 - a. Photo of yourself standing in front of a solid-colored wall.
 - Please save your photo as your E#
 - b. This form, filled out.
2. **Badge Requests Only:** The cost of the badge is \$5. Please follow payment instructions:
 - 1) Send a check totaling \$5 made to "ETSU" and with your E# on the memo line.
 - 2) Mail to:
Campus ID Services
PO Box 70611
Johnson City, TN 37614
 - 3) Please cut off the bottom section of this form, fill out, and include with the check.

(Send top of form with email. Cut this bottom section off and mail in with payment only if you are purchasing a badge)

Name: _____

E: _____

Type of Badge/Program: _____

Return Address: _____
