



EAST TENNESSEE STATE  
UNIVERSITY

Campus ID Services

## ID Card Replacement Form

Please fill out the fields below to request a replacement be made for a department employee. This form is to be filled out only in the event that the department is covering the cost of the ID card. Replacements are \$25.00. For badge replacements, please use "ID Badge Request Form".

Name of individual approved for a badge: \_\_\_\_\_

E Number *(If sending a list of names & E#, please attach list to this form):* \_\_\_\_\_

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By filling in the below, the department agrees to cover the cost of a new ID card for a student or employee. This form must be completed and sent to Campus ID Services prior to printing a new card.

### Payment:

Will the department be charged for the badge(s)? *(please circle):* Yes / No

If "yes" for departmental charge, please provide account code to charge: \_\_\_\_\_

*By selecting "yes" above and providing an account code, you agree to the charges and allow Campus ID Services to withdraw the total amount charged from the account provided during the next billing cycle.*

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Approved by: \_\_\_\_\_

(print)

Date: \_\_\_\_\_

Title & Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only:

Initial: \_\_\_\_\_

Date: \_\_\_\_\_