

UNCW One Card Identification (I.D.) Card Request

Link: <http://uncw.edu/onecard/forms1.html>

Fill out the form online and then print it for signature **OR** print a blank form and fill out by hand. Form should be completed as follows:

- Please Issue an Identification Card as follows:
- Employee's, Visitor's or Contractor's Name: *Full Name(First, MI, Last)*
- University Department Where Employee Works or is Sponsored: *Department*

2. Type of Identification Card Being Requested: *UNCW Sponsored Visitor*

3. Approval to Issue UNCW One Card: *Permanent, Temporary, Contracted Services Employee or Sponsored Visitor*

- The department must attach the original form to the Recommendation for Adjunct Appointment or Reappointment being submitted for approval.
- The department retains a copy of form to ensure the UNCW One Card is retrieved at the end of the temporary assignment.
- The sponsored visitor (adjunct) should hand carry this form to the UNCW One Card office to obtain a card.