

UB ID Card Request Form – Gateway Style

Name:		Today's Date:	
Department/Company Name:			
Phone Number:		Email Address:	
Supervisor:		Supervisor Signature of Approval:	
Method of Payment:			
Charge Dept. Account # <small>(UB Departments only)</small>		OR	Pay at Time of Pick Up
Department Name:			
Address:			
Contact:		Phone:	
Please state which building(s) you will require access to:			
Please state which floor(s) you will require access to:			
Employee will be a:		Full Time Building Resident	Regular Visitor of the Building
Please Select Appointment Type:			
State	RF/UBF	Volunteer	Student
Tenant	Practice Plan	Vendor	Other

Are you currently a University at Buffalo employee?	Yes	No
If Yes: Do you have a current UB ID Card?	Yes	No
<small>If Yes, your current ID card will need to be surrendered at the time your new card is picked up</small>		
UB Person #	ISO #	
	<small>The 16-digit number located under your photo on your current ID card</small>	
OFFICE USE ONLY: Mifare#		
If No: Have you previously had a UB ID Card?	Yes	No
<small>(as a former employee or student)</small>		
<small>The UB Card Office will generate a UB Person Number and ISO Number for you. Once provided this information, please refer to myubcard.com/card/getmyubcard to upload a photo of yourself to be used on your ID. The website provides guidelines for acceptable photos. You will need to enter your new UB Person Number to successfully submit your photo.</small>		

<small>You will be notified when your card is ready, and you will need to show photo ID at time of pick up. Please contact the UB Card Office with any questions or to verify hours of operation.</small>	
Please indicate which location you would like to pick up your card:	
North Campus 1 Capen Hall 645-6344 M–F 9am–4:30pm Summer & Holiday hours may vary	South Campus 114 Diefendorf Hall 829-3682 Call for Hours – Closed during Summer

OFFICE USE ONLY:		
Signature:	Date:	I/P: