



ID CARD REQUEST FORM

Reason for request: _____ New/Initial Issue _____ Damaged/Malfunction _____ Lost _____ Edit/Change

Last Name	First Name	Middle Initial
Department/Area/ School	Phone #/Extension	Position/Title

M Number	Meharry Housing (If applicable)	Vehicle on Campus (Y/N)
Meharry E-mail Address		

Signature of Requestor

Date

Card Received		
Card #	Signature	Date

Card Returned	
Signature	Date

Key Control Coordinator or Designee

Chief – Campus Safety and Security or Designee

All keys, Meharry ID cards or other access control items that have been issued by the college must be returned to Safety and Security upon termination, graduation or resignation. Additionally, I understand that misuse of access control items that have been assigned to me by the college may result in disciplinary action and loss of access to campus buildings. If special access is necessary for your position, request must be made by a department head through the Access Control Coordinator.