



**REQUEST FOR
TEMPORARY ID CARD
CONTRACTOR**

*****REQUIRED UGA SPONSOR INFORMATION*****

Application will not be processed if not completed.

Sponsor Name _____

Sponsor Department: _____

Department Address: _____

Dept Telephone: _____

Sponsor MyID: _____@uga.edu

(THIS IS NOT A DEPARTMENTAL E-MAIL ACCOUNT)

Campus Mail:
UGACard Office
309 Tate Student Center

RETURN TO: FAX:
(706) 542-0070

Encrypted E-mail:
Log in to sendfiles.uga.edu & send to:
"ugacard" (just the username!)

Due to unscheduled maintenance and updates to ID server, we cannot guarantee walk-in processing of Visitor request applications.

Please submit application via above methods at least three business days before sending Visitor to the UGACard Office.

Individuals employed by a non-University entity, but performing contracted work on the University campus may be eligible for a sponsored Contractor ID badge, for the purpose of accessing buildings or facilities as necessary in the performance of work duties.

Included in this category would be individuals whose work is based on campus but who are not part of the UGA master payroll/ personnel data base. (Those excluded from this category would include students, conference participants, entertainers, law enforcement agencies, and most state and federal employees.) Individuals in this category are not eligible for University services (Contractors are not eligible for discounted athletic tickets).

UGACard DATABASE INFORMATION

Full Name of Contractor: _____
Last First MI

Date of Birth _____ Gender _____ Social Security Number: _____

*Assigned Number: _____

For foreign contractors:

Country of citizenship _____ Has a social security number been applied for? _____

* The UGACard Office will assign special identification numbers to foreign visitors who do not apply for social security numbers.

Purpose of work on UGA Campus: _____

Job title or position: _____ Contractor Company Name _____

Dates Contractor Will Be On Campus: Beginning Date _____ Ending Date _____

Individuals in the Contractor Database may be renewed annually from July 1 through June 30.

UGA Campus Address _____ Campus Phone # _____

Department Head Approval: _____ Phone: _____ Date _____

Dean or Vice President Approval: _____ Phone: _____ Date _____

>>>Submit this request at least five days prior to coming to UGACard Office to have card made<<<

>>>Application will NOT be accepted without Sponsor MyID and Approving Signatures<<<

UGACard Office Use Only

Reviewed and Approved by: _____

Date: _____ Photo Date: _____

Entered in Database by: _____

Date: _____