



Application for Dependent UGACard for Faculty, Staff, and Official Campus Visitors

This form **must** be completed and signed by the Faculty/Staff member or Official Campus Visitor.

Spouses and domestic partners[#] are eligible as while sponsor is affiliated with the University of Georgia. Dependent children are eligible until their 26th birthday^{##}.

Return by one of the following methods:

Mail to: UGACard Office
309 Tate Student Center
Athens, GA 30602

FAX: 706-542-0070

Encrypted E-mail: Login to <https://sendfiles.uga.edu>
E-mail to: "ugacard" (just the username!)
DO NOT TRANSMIT SSNs BY REGULAR E-MAIL

\$30.00 each
New Card Fees Effective 06/01/2018

Last Name: _____ First Name: _____

UGAID Number: _____

Department: _____ Job Title: _____

Dept. Telephone #: _____ Home Telephone #: _____

1. Dependent's Name (Last, First): _____

Male Female Social Security Number*: _____

Date of Birth: _____ (mm/dd/yyyy)

Relationship to you: Dependent Child Spouse/Partner

2. Dependent's Name (Last, First): _____

Male Female Social Security Number*: _____

Date of Birth: _____ (mm/dd/yyyy)

Relationship to you: Dependent Child Spouse/Partner

3. Dependent's Name (Last, First): _____

Male Female Social Security Number*: _____

Date of Birth: _____ (mm/dd/yyyy)

Relationship to you: Dependent Child Spouse/Partner

*Social Security numbers are used in UGA's Identity Manager (IDM) to create the UGAID number. The use of UGAID will not eliminate the need to collect, store and transmit SSN, but will greatly reduce the use of SSN in internal business and reduce the number of repositories where SSN is stored. The UGACard Office, a key component of the ID Management System, requires verification of SSN in order to ensure the integrity of ID Management data and records. For more information on SSN/UGAID and ID Management, visit <http://idmanage.uga.edu>.

Sponsor Signature: _____ **MyID:** _____@uga.edu _____

Date: _____

Remember:

The UGACard costs \$30.00. Acceptable methods of payment are cash, personal check, and credit card.

Employees need not accompany family members if all paperwork has been properly completed and received in the UGACard Office.

Please bring positive photo identification, such as State PHOTO driver's license, passport, military identification, employee photo identification, or other school or college photo ID card.

[#]- For spouses, you may be asked to provide proof of marriage. Domestic Partners must file a "Declaration of Domestic Partnership" with UGA Human Resources prior to applying for the UGACard. Declaration paperwork is available on the UGACard and UGA Human Resources websites.

For dependent children, you may be asked to provide copies of children's birth certificates or court orders for legal custody.

^{##}- The only exceptions to the age limit provisions are children of any age who have been designated by the Sponsor's health insurance provider as permanently disabled dependents. Documentation must be provided to the UGACard Office to be kept on file. Questions about dependent coverage may be directed to Human Resources at 706-542-2222 or benefits@uga.edu.

Eligibility for campus services is determined by the service provider. The Ramsey Student Center, University Health Center, UGA Golf Course, and some Student Affairs-sponsored programs may extend some privileges to these individuals. Dependents are not eligible for Athletic Tickets or free ridership on Athens Transit.