

**\*\*\*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 Contractor request applications.

Please submit application via above methods at least three business days before sending Contractor 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, researchers, program participants, 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

>>>Submit this request at least three business days prior to sending Contractor to UGACard Office<<<

NEW REQUEST

RENEWAL

**Full LEGAL Name of Contractor:**

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
**UGAID Number, If Known:** \_\_\_\_\_

Job title or position: \_\_\_\_\_ Contractor Company Name: \_\_\_\_\_

Dates Contractor Will Be On Campus: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Contractors are limited to a one year term and may be renewed annually for additional one year terms.

Purpose of work on UGA Campus: \_\_\_\_\_

Contractor Needs the following:

UGAID Number (81x)  Magstripe ID Badge  Proximity ID Badge  UGA MyID Login Account\*

\*MyID account requests must be submitted to EITS

\*\*\*\*\*

>>>Application will NOT be accepted without BOTH Approving Signatures<<<

Department Head Approval: \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

Dean or Vice President Approval: \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

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UGACard Office Use Only

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered in Database by: \_\_\_\_\_ Date: \_\_\_\_\_