

ID ACCESS REQUEST FORM

UNT Dallas Office of Information Technology: UNTD reserves the right to grant and deny access to campus buildings and rooms. Those requesting access through their student/faculty/staff ID must submit a request. This request will be completed within 24 to 48 hours of submission. To access this form please visit the website: <https://www.untDallas.edu/police/campus-services/id-badge-access-request.php>

SCAN and EMAIL Form To: OneCard@untDallas.edu
 COPY: Helpdesk@untDallas.edu
 Phone: 214-571-2417

First Name:	Last Name:	MI:
EMPLID #:	ID Card #: <small>(Back of card lower right)</small>	Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>
ID Holder Phone:	ID Holder Email:	

Request Access To: <small>(Describe Access - Optional)</small>	Completed By:
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	Building Name	Room Number	Date Requested	Authorizing Signature: <small>(Dept. Head, Dean, Dept. Chair, Mgr. or Supervisor)</small>	Sign Date	EUID	Date
1							
2							
3							
4							
5							

Authorizer Printed Name	Authorizer Email

Note: All of the Above Information is Required

Important Notice!

All ID's are the property of the University and shall not be loaned, borrowed or transferred without approval. ID's lost or stolen shall be reported to Office of Information Technology and UNTD Police as soon as possible.

ID Badge AGREEMENT

By my signature below, I agree to all the following terms:

1. The ID described here remains the property of the State of Texas and UNT Dallas.
2. This ID is entrusted to me for my exclusive use. I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department supervisor, UNTD Police, and the Office of Information Technology.
4. When I terminate employment or no longer need this ID, or upon demand from UNTD I will return it promptly, in person, and ONLY to the One Card Administrator or the Police Supervisor.

ID Holder's Signature:	Date: