

University Identification Card Authorization

Issued to Employees

Terms of Use

I understand that the University issues identification cards to current employees for the purposes of verifying the identity of individuals on campus and providing appropriate access to secure facilities. Identification cards may also be used to establish eligibility for certain benefits as provided by the employee handbook. No person may use an identification card that does not bear their name. All identification cards are the property of Queens University of Charlotte and must be returned to the University upon termination of employment or change in status. If there is a change in status, a new identification card will be issued.

I agree to abide by the terms of use for my identification card to promote a safe and secure campus.

Employee Signature _____

Date _____

Completed by Human Resources

Employee Name _____

Staff Faculty: FT APT Adjunct Temporary Employee

Identification Number _____

Status _____

Authorized by _____

Date _____

Completed by Campus Police

Card Number _____

Issued by _____

Date _____

Receipt of Identification Card by Employee

Received by _____

Date _____

Verification of Returned Card

Received/Destroyed by _____

Date _____