



Rutgers-Newark Photo ID Office

249 University Avenue • 3rd Floor • Newark, New Jersey 07102-1896
Office 973/353-5873 • Fax 973/353-1498

Application for Type 4 Casual Staff ID Card

Type 4 Casual employees who require access to University libraries and other facilities to perform job duties may be issued an ID card for use while actively employed with Rutgers University. Serving as a general identification card, this card allows them faculty/staff library borrowing privileges. It may also permit use of recreational and computing facilities as determined by such facilities.

To apply for a card, complete this application and have it approved and signed by the appropriate Department Chair, Center Director, or Dean. Completed applications should be presented in person, with a passport, photo driver's license or other form of government issued photo identification, at the Photo ID and Parking Services Office 3rd Floor, Blumenthal Hall.

Cards are issued for a period of up to one year. They can be renewed by submitting a new application form and exchanging the expired ID for a new one. There is a \$15.00 replacement fee for lost or damaged cards. Do not discard your expired ID.

Complete all information - PLEASE PRINT

Employee Name: _____

Social Security Number: _____

Department/Center: _____

Appointment Period: _____
(e.g., 9/1/04 – 9/1/05, 1 year maximum)

Campus Address: _____

By signing below, the Department Chair, Center Director or Dean acknowledges that the employee listed above will be working in the Department or Center for the period specified, and requires access to University facilities to perform job duties. The Libraries will provide staff status and borrowing privileges to the individual named on this form. The Department/Center will assist the Libraries to insure that the individual returns all library materials at the end of the term specified, and sponsors the employee's use of all other University facilities.

Department Chair, Center Director or Dean:

Signature (no stamps, please)

Date

Print Name

Phone Ext.