

*Any New UPDATES – notify us as soon as possible



UPC# _____

FACULTY - PHOTO I.D. APPLICATION - KEY/ACCESS CARD REQUEST FORM

Steps and procedure – 2009-10

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| <ol style="list-style-type: none"> 1. See Wendy Berry (UP-203) first to get your SPC Login number (bring driver's license and school ID). 2. Take new SPC Login # to Information Commons and complete Photo I.D. application and Key/Access card request form. You will then receive your UPC Photo ID. 3. Bring your Photo I.D. card back to Wendy Berry (UP 203) to be encoded as Key/Access card. 4. To receive your Photo I.D. please check one below 5. <input type="checkbox"/> Please mail to my address <input type="checkbox"/> Hold to be picked up at UPC office (UP 203)
<input type="checkbox"/> Hold to be picked up at my school representative office |
|--|

NAME:

FIRST: _____ LAST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ID # _____ BIRTH DATE _____

PHONE #* _____ E-mail address: _____

***Is this the phone number to which SPC has permission to send an on-campus emergency notification message? YES NO**

If NO, please list appropriate emergency notification number. _____

UNIVERSITY PARTNER INSTITUTION:

BARRY	CLEVELAND	CASE WESTERN	ECKERD
EMBRY-RIDDLE	FAMU	FGCU	FIT
FIU	FSU	NUHS	ST. LEO
UF	UCF	USF – St. Pete	USF – Tampa

TERM REQUESTED: _____

ROOM NUMBER AND BUILDING:

_____	_____
_____	_____
_____	_____
_____	_____

NAME OF COURSE: _____

DAY OF WEEK: _____

I understand that the photo I.D. is the property of University Partnership Center/St. Petersburg College. If, for any reason, I withdraw or leave the college, the photo I.D. will no longer be valid.

SIGNATURE _____ **DATE** _____