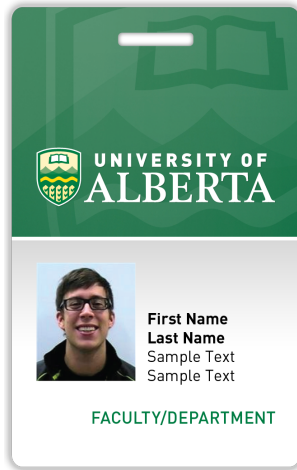


### Personal Information



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**EMPLID**

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**First Name**

**Last Name**

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**Job Title**

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**Department/Faculty**

### Authorized Approver

<b>First Name</b>	<b>Last Name</b>	<b>Phone Number</b>
<b>Department</b>	<b>Speedcode</b>	<b>Account</b>

**Signature**

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Once completed, bring this form along with your government issued photo ID (e.g Driver’s License, Passport) to the InfoLink ONEcard Service Centre at 9104 HUB Mall. If neither are available, two pieces of Government Issued non-photo ID may be accepted (Health Care, Birth Certificate, Social Insurance card, etc).

In addition we require current photos (less than 2 years old) to be printed on ONEcards, Proximity Cards, and ID Badges at the time of issuance. Please upload your photo ahead of time at [www.onecard.ualberta.ca/PhotoUpload](http://www.onecard.ualberta.ca/PhotoUpload) or be prepared to have your photo taken in our office.

For more information, contact the ONEcard Office at (780) 492-7924 or [onecard@ualberta.ca](mailto:onecard@ualberta.ca).

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of authorizing the production and issuance of an official University of Alberta identification badge.

**For ONEcard Office Staff Use**  
Order Completed By:

<hr style="border-top: 1px dotted black;"/> <p>Name (Printed)</p>	<hr style="border-top: 1px dotted black;"/> <p>Initials</p>	<hr style="border-top: 1px dotted black;"/> <p>Date</p>
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