

IDENTIFICATION CARD/ CARD READER APPLICATION
UTHSC CAMPUS POLICE
VAN VLEET BUILDING
3. NORTH DUNLAP
Memphis, TN 38163

HOURS OF OPERATION:

MONDAY-FRIDAY 7:45 am – 11:00 am & 12:00 pm – 3:45 pm

FACULTY STAFF STUDENT UCH METHODIST

EMPLOYMENT STATUS – CHECK ONE:

FULL-TIME

TEMP

PART-TIME

Date of Application

Date of Employment

Date of Birth

Last Name

First Name

MI

Work Number

Department

Position Title

Personnel Number

(UT PERSONNEL ONLY)

REASON FOR ID CARD OR CARD READER ACCESS CHANGE:

New Employee

Lost

Damaged

Applicant Signature

Approval Signature

Date

CARD READER DOOR ACCESS REQUESTED

BUILDING & DOOR

VALID HOURS

IDENTIFICATION CARD/ CARD READER APPLICATION

**UTHSC CAMPUS POLICE
VAN VLEET BUILDING
3. NORTH DUNLAP
Memphis, TN 38163**

HOURS OF OPERATION:

MONDAY-FRIDAY 8:00 am – 11:00 am & 12:00 pm – 3:45 pm

NAME: _____

POSITION: _____

DATE OF ISSUE: _____

Please read and check to indicate that you have been informed and understand your obligations regarding receipt, loss, and return of your UTHSC identification card and parking placard.

In the event of my ID card or parking placard loss, I **MUST** report the loss immediately to Campus Police and my supervisor/department, and request that a new ID be issued. I am obligated to assume a replacement cost of \$25.00 each time a new ID card or parking placard is issued to me.

Loaning of an ID card or parking placard to anyone or other misuse is **PROHIBITED** and may be subject to disciplinary action and a charge of \$25.00 for the return of the confiscated ID card/parking placard or an appropriate replacement.

ID cards/parking placards damaged through fair wear and tear are replaced at no charge. Cards damaged through abuse and/or carelessness are replaced at a cost of \$25.00.

As an employee, prior to leaving UTHSC/Affiliates (termination, resignation, etc.), I must return my UTHSC card(s), to the Human Resources Department or Campus Police. Failure to do so will result in a charge of \$25.00 for each.

APPLICANT SIGNATURE

DATE