



PHOTO ID – DESIGNATED FACULTY/GUEST
 (NON-USA EMPLOYEES AS DESIGNATED BY UNIVERSITY ADMINISTRATION)
J NUMBER INFORMATION SHEET

This form is to be completed by a designated faculty/guest receiving a USA photo ID card. This information is used to set up the designated faculty/guest with a J Number in the USA Banner system for identification purposes while on University premises.

PLEASE PRINT PLEASE PRINT PLEASE PRINT PLEASE PRINT

 Name (as it appears on
 Social Security Card)

 Social Security Number

 Preferred name if different than
 name on Social Security Card

 Employer/Department

 Date of Birth (MM/DD/YYYY
 for example 12/21/1977)

 Job Title

 Home Address

 Business Telephone No./Business E-mail Address

 City, State, Zip

 Home Telephone No. Cell Telephone No.

The Social Security name you provide replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner system.

Have you ever been a student or employee at USA OR have you had any other association with the University (vendor, contractor, consultant, etc.)? Yes or No
 If yes, please provide your name (*if different* from your present name as it appears on your Social Security Card) and your J Number (if you know/have it).

Name _____ J Number _____

I certify that the above information is true and accurate.

 Designated Faculty/Guest Signature

 Date

 Authorized USA/Company Contact (Print)

 Authorized USA/Company Contact (Signature)

 HR Employee Initials (HR USE ONLY)

 J Number (HR USE ONLY)

Designated faculty/guest identification
 verified by viewing photo identification
 (driver's license, company photo ID, etc.)

Fax to: Human Resources, 251-460-7483