

**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.

<b>Please Print</b>	<b>Please Print</b>	<b>Please Print</b>	<b>Please Print</b>
<hr/>		<hr/>	
Name (as it appears on SS Card) *		Social Security Number	
<hr/>		<hr/>	
Preferred name if different than name on Social Security Card		Employer/Department	
<hr/>		<hr/>	
Date of Birth (MM/DD/YYYY) (example 12/21/1977)		Job Title	
<hr/>		<hr/>	
Home Address		Business Telephone/Business E-Mail Address	
<hr/>		<hr/>	
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.)

**\*EXCHANGE VISITORS ONLY:** Print your name exactly as it appears on your passport, print your country of citizenship and your local contact information.