

Dining Staff ID Request

Instructions:

- Print this form on Dining Service letter head.
- Fill out request below. (Please **fill out ALL fields**).
- Expiration date must be filled in or it will default to 90 days, date cannot exceed two years. *
- **Driver's license or another form of government issued ID is required when getting the UVM ID card.**
- Dining Employee privilege information can be found on CATcard website. **
- If new door access is required fill out a key access request form. ***

Sodexo Dining Services requests a **new/renewal** ID card for (please circle if new or renewal)

Please print employee's name as it appears on driver's license or other forms of identification

Employee email address _____

Employee will be working at _____.

Location required

The employee ID # is _____ (assigned by the CATcard office)

The expiration date for this position is ____ - ____ - _____. **This cannot exceed two years.**
month-day-year

Authorized Manager Submitting Request _____

Please print

Authorized Manager Signature _____ Date _____

If employee terminates employment for any reason dining services is responsible for emailing termination notice to CATcard so card and access can be deactivated immediately.

*For Policy information click on http://www.uvm.edu/policies/general_html/badge.pdf

**For temporary employee privileges click on <http://www.uvm.edu/~catcard/?Page=newcardpriv.html>

***For Access fill out access request form: http://www.uvm.edu/~uvmppd/forms/request_for_keys.pdf

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