

CobyCard Authorization Form

Name of Card Recipient: _____

ID Number 800 _____ - _____

Type of ID Card to be issued:

- Faculty/Staff
- Emeriti/Retiree
- Volunteer
- Resident/non-staff
- Student

Prox Card to be Issued? No Yes

(Prox cards issued only for gas pump use and electronic lock access)

- ❖ The first ID card is issued to the recipient at no charge
- ❖ Damaged cards are replaced free
- ❖ Replacement fee will be charged to the recipient if card is lost

Card Recipient Signature

Authorized by Office of Human Resources

Date

Human Resources has a government-issued picture ID on file for this person _____
HR Initials

A CobyCard requires a photo and this form must be submitted in-person at the Human Resources Office, Knapp Hall room 123. Questions? Call the Office of Human Resources at 518-255-5423.