Warhawk ID Services

Contractor Access Authorization Form

Anyone requiring building access is required to have a ULM Identification Card. Contractors and/or vendors must have a ULM Identification Card visible at all times. This form must be completed by the requesting department and sent to the Warhawk IDS Services (WIDS) Office. Proof of identification is required by WIDS. Requesting Agent must notify Physical Plant for access.

TO BE FILLED OUT BY REQUESTING AGENT AND APPLICANT

Check one: Building Access: ☐ Yes ☐ No Elevator Access: ☐ Yes ☐ No

Building(s)_____

Complete: Access Times: _____ a.m. until _____ p.m.

Check one: Access Dates: ☐ M-F ☐ 7-Day ☐ Single Day: _____

☐ Contractor ☐ Research Scholar ☐ Vendor ☐ Other _____

APPLICANT LAST NAME, FIRST NAME, MIDDLE INITIAL

COMPANY NAME

EFFECTIVE START DATE

EXPIRATION DATE

PRINT NAME OF ULM APPROVING AGENT

REQUESTING DEPARTMENT

SIGNATURE OF ULM APPROVING AGENT

DATE

My signature below signifies that I understand and agree to the following terms and conditions:

THIS CARD IS THE PROPERTY OF THE UNIVERSITY OF LOUISIANA MONROE AND MUST BE SURRENDERED TO WARHAWK ID SERVICES UPON CONTRACT TERMINATION, EMPLOYMENT SEPARATION, OR AT THE REQUEST OF THE UNIVERSITY. **YOUR I.D. CARD MUST BE PROMINENTLY DISPLAYED AND VISIBLE ON YOUR PERSON AT ALL TIMES WHEN YOU ARE ON CAMPUS.** IF THE CARD IS LOST OR STOLEN, YOU MUST CONTACT THE WARHAWK ID CARD OFFICE IMMEDIATELY AT 318-342-5003. AFTER BUSINESS HOURS LEAVE YOUR NAME AND NUMBER ON THE VOICE MAIL OR SEND AN E-MAIL TO idcard@ulm.edu. ***Replacement cost is $20 for damaged, lost, or stolen cards.***

APPLICANT SIGNATURE

DATE

TO BE COMPLETED BY WIDS OFFICE STAFF

APPLICANT ID NUMBER HID WIDS STAFF INITIALS

IDENTIFICATION: STATE DRIVER'S LICENSE, STATE ID CARD, PASSPORT

Print Form

Revised 7/15/2016