

This form must be completed by the authorized supervisor/administrator.

The Contractor ID card authorizes the bearer to:

- Gain access to university buildings;
- Obtain library privileges at University Library in Evanston;
- Ride the Evanston Loop and Campus Loop shuttles*;
- Obtain discounts for Wildcard Advantage program businesses and Northwestern theater and music productions.

This ID card is not intended for sales solicitation purposes. Contractor ID cards can only be requested by the authorized supervisor/administrator. **Upon the end of employment, the department must collect the ID.**

***Note: Contractor ID cards ARE accepted on the Evanston and Campus Loop. Contractor ID cards ARE NOT accepted on the Intercampus shuttle or the Frostbite shuttles.**

AUTHORIZED DEPARTMENT APPROVER INFORMATION

Evanston Campus **Chicago Campus** **Biometric Card Needed?** Yes No

Does the Contractor perform work for Facilities Management? Yes No

Request Date: _____

Authorized Department Approver Name: _____ NU ID Number: _____

Department: _____

Phone: _____ Email: _____

Campus Address: _____

Authorizing Signature: _____

Note: By signing/submitting this form as the authorized supervisor/administrator, you are certifying that the individual(s) noted below should receive an access card to perform university business on behalf of/within Northwestern University.

**Submission from the Authorized Supervisor/Administrator's email account will satisfy the signature requirement.*

CONTRACTOR EMPLOYEE INFORMATION *Note: You may enter more than one employee on this form.*

Employee Name	ID Number <small>*If Contractor has existing card please fill in.</small>	Contracted Co. Name	Expiration Date <small>*Form will not be processed if left blank.</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ID Card ready photo(s) must accompany this form for EACH individual listed above. Photo layout guidance can be found on our [website](#). Forms will not be processed without ID card ready photos for each individual above.

Card Services Office
Facilities Management
 northwestern.edu/wildcard

Evanston Office:
 Norris University Center
 1999 Campus Drive (UNDG)
 Tel: 847.467.6843

Chicago Office:
 345 E. Superior
 15th Floor
 Tel: 312.503.0548