



IDENTIFICATION CARD REQUISITION FORM

Type of Request: New Replacement Renewal

Status: Staff Student

Staff Classification: Admin Faculty Support Full time Part time

Name: _____

AREA

SCHOOL / DEPARTMENT

- | | |
|----------------------|----|
| President's Office | __ |
| Academic | __ |
| Administration | __ |
| Business Development | __ |
| Human Resources | __ |
| Student Services | __ |
| Advancement | __ |

- | | |
|--|--|
| <i>Academic</i> | <i>Administration</i> |
| Academic Development | Ancillary Services |
| Academic Operations and Planning | Finance and Administrative Services |
| Algonquin College in the Ottawa Valley (Pembroke Campus) | Information Technology Services |
| Applied Research and Innovation | Physical Resources |
| School of Media and Design | <i>Business Development</i> |
| Career and Academic Access Centre | Algonquin College Foundation |
| School of Business | Corporate and Business Development |
| School of Hospitality and Tourism | Institutional Research and Planning |
| School of Health and Community Studies | International Education Centre |
| Police and Public Safety Institute | School of Part-time Studies / Language Institute |
| Algonquin Heritage Institute (Perth Campus) | <i>Human Resources</i> |
| School of Advanced Technology | Human Resources Services |
| School of Transportation and Building Trades | <i>Advancement</i> |
| Learning and Teaching Services | Alumni |
| <i>Student Services</i> | College Marketing and Enrollment |
| Financial Aid | Events Management |
| Registrar's Office | Public Relations and Communications |
| Student Support Services | |

Unit: _____

Job Title / Classification: _____

Staff ID #: _____

Signature: _____ **Date:** _____

Human Resources

Signature: _____ **Date:** _____

Staff

Card Number Issued:

Issued by: _____ **Date / Time:** _____