



REQUEST FOR REPLACEMENT ID

There will be a charge of \$23.00 for a replacement card, unless the card is damaged or you are a staff member. You will also need to forward a copy of your government-issued photo ID in order for us to confirm your identity. Please note processing times may vary and may take up to 2 weeks for you to receive your ID. Please forward this request to Registrar.Office@umanitoba.ca.

Part 1: Student / Staff Information

Student number: _____ or Staff number: _____
Last Name(s): _____ Given Name(s): _____
Date of Birth: _____ Daytime Phone: _____
Signature: _____ Date: _____

Part 2: Reason for Replacement ID (Select one)

There will be a charge of \$23.00 for a replacement card, unless the card is damaged.
Lost Did not attend for one or more years.
Damaged (Please attach a photo of the damaged card as verification). Stolen
Change of Legal Name. Other (Please specify):
Preferred Name.

DELIVERY METHOD (FILL IN ADDRESS BELOW):

Standard Mail
Postal Code: _____

Delivery problems arising from the provision of incorrect information are not the responsibility of the Registrar's Office.

EMAILED, FAXED OR MAILED PAYMENT OPTIONS:

Cheques/Money Orders can be made out to "The University of Manitoba".
Visa or MasterCard Number: _____ Expiry date: ____ / ____
Card Holder's name (as it appears on the card): _____ Amount: \$ _____
Card Holder Signature: _____ Date: _____

Notice Regarding Collection, Use, and Disclosure of Your Photograph by the University
Your personal information, including your photo, is being collected under the authority of The University of Manitoba Act to create and provide you with your student identification card. Your personal information and ID card will be used to confirm your identity when accessing University services and programs, interacting with staff and faculty, and accessing University facilities. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-7559), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.