

**PHOTO ID – DESIGNATED FACULTY/GUEST**  
**(NON-USA EMPLOYEES AS DESIGNATED BY UNIVERSITY ADMINISTRATION)**  
**J NUMBER INFORMATION SHEET**

This form is to be completed by a designated faculty/guest receiving a USA photo ID card. This information is used to set up the designated faculty/guest with a J Number in the USA Banner System for identification purposes while on University premises.

**Please Print**

**Please Print**

**Please Print**

**Please Print**

\_\_\_\_\_  
Name (as it appears on SS Card) \*

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Preferred First Name  
(if different than name on Social Security Card)

\_\_\_\_\_  
Employer / Department

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
(example 12/21/1977)

\_\_\_\_\_  
Job Title / **Date of Hire** / **Anticipated End Date**

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business E-Mail Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Telephone No.

\_\_\_\_\_  
Cell Phone No.

The Social Security name you provide replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner System.

Have you ever been a student or employee at USA OR have you had any other association with the University (vendor, contractor, consultant, etc)?  Yes or No

If yes, please provide your name (**If different** from your present name as it appears on your Social Security Card) and your J Number (if you know/have it).

Name \_\_\_\_\_

J Number \_\_\_\_\_

**I certify that the above information is true and accurate.**

\_\_\_\_\_  
Designated Faculty/Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized USA Contact Signature

\_\_\_\_\_  
Authorized USA Contact (print)

\_\_\_\_\_  
HR Employee Initials (HR USE ONLY)  
Designated faculty/guest identification  
verified by viewing photo identification  
(driver's license, company photo ID, etc.)

\_\_\_\_\_  
J Number (HR USE ONLY)

**\*EXCHANGE VISITORS ONLY:** Print your name exactly as it appears on your passport, print your country of citizenship and your local contact information.