



Macalester ID Creation and Authorization Form Non-Students or Non-Employees

Instructions
<p>This form is used to request access to Macalester resources and to request a Mac ID card for non-students or non-Macalester employees. When complete, please bring it to the HR Office (77 Mac, 201) for completion and ID verification. Department authorization is required for independent contractors, on-campus vendors, community members, and volunteers.</p> <p>Information reported is treated as confidential and protected by college policy. Please complete it fully.</p> <p>In addition to this form, please bring a government-issued photo ID, such as: Driver's License, Passport, State ID card, Permanent Resident Card, etc.</p> <p>Questions should be directed to Employment Services (651-696-6280 or hr@macalester.edu)</p>

Personal Information					
Last or Family Name (Legal)		First or Given Name (Legal)		Middle Initial	
Preferred First Name		Social Security Number		Birth Date	
Street Address		City		State	Zip Code
Home Phone	Cell Phone	Email Address			

Emergency Contact Information					
Last or Family Name		First or Given Name		Relationship	
Street Address		City		State	Zip Code
Home Phone		Cell Phone		Other	

Macalester Affiliation	
<input type="checkbox"/> Athletics Facilities Membership	Department/Team:
<input type="checkbox"/> Visiting Scholar	Department:
<input type="checkbox"/> Volunteer	Department:
<input type="checkbox"/> Spouse/Partner of Mac Employee	Employee's Name:
<input type="checkbox"/> Independent Contractor/Vendor	Company:

Authorizations		
Supervisor Name/Title	Supervisor Signature	ID Card Expiration Date