

# MaineCard

## NON PHOTO ID REQUEST

OFFICE USE ONLY

VERIFICATION: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

PeopleSoft Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

(If you don't know your student ID, please list your SSN here: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ )

### Select One

- First Card
- Replacement Card

### Classification

- Undergraduate
- Graduate
- Faculty/Staff
- Other: \_\_\_\_\_

### **MaineCard Eligibility**

Eligible MaineCard cardholders are part-time and full-time students and employees (referred to in this contract as cardholders). Student status is determined from the University's Student Information System. Employee status is determined from the University's Human Resources (HR) System of the Orono Campus. University of Maine System employees located on the Orono campus are eligible.

### **MaineCard Services Contact Information and Notification**

The MaineCard and all its services, are managed by the University through MaineCard Services, a unit of Auxiliary Services.

Notice of lost or stolen cards need to be reported to MaineCard Services during business days at 1-207-581-CARD, or online at <http://www.umaine.edu/mainecard>.

### **University Business days**

The University business days are Monday through Friday from 7:30 AM – 4:00 PM, excluding holidays.

### **Replacement Cards**

There is a \$15.00 replacement fee for lost, stolen, or damaged cards outside of normal wear and tear.

I hereby acknowledge that I have read the MaineCard Application Form and understand that replacement charges will be billed to my student account (unless paid in full at time of issuance) and that it is non-refundable. I further understand that if I find any previously issued **MaineCard**, I will return it to **MaineCard** Services or the Student Service Center, as the **MaineCard** is the property of The University of Maine.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO MAINECARD SERVICES AT 207-581-3663  
OR MAIL TO MAINECARD SERVICES, 103 HILLTOP, UNIVERSITY OF MAINE, ORONO, ME 04469**

Non-photo IDs are sent to the Library to link the library barcode.  
Linked ID Cards are sent to the appropriate department for distribution.