



UNIVERSITY CARD SERVICES
Yeager Center D115

DEPENDENT/SPOUSE CARD REQUEST FORM

951.552.8552
cardservices@calbaptist.edu

INSTRUCTIONS

- STEP 1:** A current CBU employee/student and his/her dependent will come in person to University Card Services (Yeager D115) along with valid photo IDs and the completed form. **Spouses will need proper marriage documentation (i.e. matching addresses and last names on valid photo ID, marriage license).** Please allow up to two (2) business days for processing.
- STEP 2:** University Card Services will contact the dependent when the process is complete. The dependent will bring a valid photo ID and payment for the \$10.00 fee to the University Cards Services office to take a picture and receive an ID card.

REQUESTOR INFORMATION

Requestor's Printed Name: _____

Requestor's Status? FACULTY STAFF STUDENT

CBU ID #: _____

DEPENDENT/SPOUSE INFORMATION

BELOW IS THE INFORMATION FOR THE INDIVIDUAL THAT I AM REQUESTING THIS CARD FOR

Full Name: _____
 First Middle Last

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

E-mail Address: _____ Birthdate: _____ / _____ / _____

Dependent's
relationship to the
requestor?

SPOUSE CHILD

Was the dependent/spouse
a former CBU student
or employee?

YES NO If yes
 ID # _____

DISCLAIMER AND SIGNATURE

I hereby verify that the information provided above is true and accurate.

Requestor's Printed Name: _____ Date: _____

Requestor's Signature: _____ Date: _____

**** Please note that only spouses may use Dependent Cards for access to the CBU Recreation Center ****

FOR OFFICE USE ONLY

CBU ID# Issued: _____

CBU Card Issued by: _____

Issued by: _____

Card Issue Number: _____

Authorized Signature: _____

Date Issued: _____

CX Update: _____