



# DEPENDENT/SPOUSE CARD REQUEST FORM

**UNIVERSITY CARD SERVICES**  
Lancer Plaza, Suite 140

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 (Lancer Plaza, Suite 140) 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 Card 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                                      (Former last name – if applicable)

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: \_\_\_\_\_