



ID Center

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Welcome to Ole Miss!

When preparing to participate in the Ole Miss Experience, one step is obtaining your required Ole Miss ID Card. Your ID has the ability to serve as access to the J. D. Williams library both in person and online, Campus Recreation, athletic events, and other campus facilities and events. Your ID can also serve as a debit card for faculty/staff meal plan and Express accounts. The Express debit account allows for purchases at select off campus locations and on campus, such as copy machines, vending machines, computer labs, and discounted purchases at the Ole Miss Bookstore. For a complete list of on and off campus vendors please visit olemissexpress.com.

Please complete the attached form and return it with a clear photocopy of a valid government issued photo ID **and** a professional color photo. The University of Mississippi ID card is an official form of identification; therefore, head or face coverings, hats, masks, or sunglasses may **not** be worn in the ID photo. Full-body shots, group photos, or photos with unrealistic filters are **not** accepted. Your ID photo must be a clear, head and shoulders shot, in color, facing forward, and have a **solid** background. The photo may be taken no more than 6 months prior to submission. Passport photos work perfectly! If you're unable to provide a photo within these guidelines, you are welcome to take a picture at the ID Center.

ID cards are made Monday through Friday, 8:15 a.m. – 4:45 p.m.

The University of Mississippi is not responsible for lost or stolen IDs. Replacement ID requests may be made in writing to the ID Center and require a \$10 non-refundable fee which may be paid using Ole Miss Express, cash, check, Visa, or MasterCard. Once an ID has been replaced, all prior IDs are permanently disabled and may not be reinstated. Possession and/or use of a University of Mississippi ID card by someone other than the person identified on the card is a violation of university policy. All ID cards issued by the University of Mississippi ID Card Center remain the property of The University of Mississippi.

If you have any questions or need more information, please let us know.

Sincerely,

ID Center Staff



APPLICATION FOR EMPLOYEE ID CARD

INSTRUCTIONS:

- 1. Complete and sign this form.
2. Attach a clear photocopy of a valid government issued photo ID.
3. Attach a photo that meets the specified guidelines.
4. Submit all information to the ID Center via hand delivery, campus mail, email, or USPS.

Legal Last Name

Legal First Name

Preferred First Name

Employee (personnel) Number

Department

STATUS (Check one):

- Faculty/Staff
Temporary
External
Contract Vendor
Retiree

Other:

DELIVERY OPTION (Check one):

- Hold for Pick-up @ ID Center
Campus Mail - Building & Room Number:

Mail - Address:

By signing below, I certify and affirm that I am a current employee of the University of Mississippi, that all information presented in this application is true and correct, that any documents I have presented to the ID Center are genuine, and that my appearance, for purpose of my UM ID photograph, is a true and accurate representation of how I generally appear in public. I make this certification and affirmation under penalty of perjury and understand that knowingly making a false statement on this application is a felony. Miss. Code Ann § 23-15-17.

Signature

Date (MM/DD/YYYY)