

Washington University in St. Louis

Guest ID Card Request Form

The guest identification card (ID) is available for those who do not have student or employee status at Washington University in St. Louis and are not entered in the Workday. Guests of the university (Campus Ministers, etc.) who will be on campus for an extended period of time should obtain a guest ID to maintain campus security.

The university requires the following information before an ID can be produced:

- 1) Authorization from the department sponsor confirming that the guest should receive an ID.
- 2) Brief explanation of the guest's activity on campus/need for a guest ID.
- 3) An expiration date (within one year) that the guest ID is valid.
- 4) Building access needed.

Please send the guest with the completed form to Campus Card Services (Women's Building, lower level, Suite 002).

Guest Name

Expiration Date

Department Sponsor Name (Printed)

Department Sponsor Signature

Building Access needed (i.e. building names) and Purpose of Visit to Campus

Issued Card Number