LBCC Staff ID
Department Request Form
(For new hires, replacement cards & contractors)

Date: _____

Classification:

____ Contracted Classified
____ Contracted Faculty
____ Contracted Management/Exempt
____ Contracted Confidential

____ PTNC Classified
____ PTNC Faculty
____ PTNC Management/Exempt
____ Early Retiree

____ Work Study Student
____ Student Leader
____ Volunteer
____ Contractor
____ Vendor

____ Initial Card ____ Replacement Card ____ Name Change
(Legal last name - changed in HR first)

First Name: _____ Preferred First Name: _____

Last Name: _____ LBCC ID Number: X _____

Job Title: * _____ Department: ** _____

Approved by: _____ Expiration Date: _____
(if applicable)

Approval Signature: _____

* Job title for contracted employees must match employee's college classification title. Limit of 23 characters, use approved abbreviation. Contact HR for assistance. For part-time, non-contracted staff the following will be used for titles: "Staff" or "Faculty." PTNC safety-sensitive positions will also include department and a green stripe. For volunteers, titles: "Volunteer."

Only those retirees currently receiving early retirement benefits are issued ID cards. Cards will include name, "Early Retiree" and expiration date. Request for card must include this form signed by HR.

** Limit of 23 characters, use approved abbreviation.

Note: Employees from the following areas must display the card in a readily visible place on their person while working on any LBCC campus or extended location - these employees will have a green stripe on their ID card: Facilities, Computer and Communication Services, Mail Services, Media Services, Printing Services, Safety and Loss Prevention, Security, and all Management/Exempt staff.

Bring completed form to RCH 119 to create staff ID (picture will be taken).