There is a $15 charge to replace your university identification card. Once the card is replaced, the replacement fee is not refundable and any previous cards, if found, cannot be reactivated. The fee is charged to your university account, and is payable on-line or at the Cashier’s Office. This new card replaces any cards that are lost or stolen and cards that have been damaged from improper care.

Please refer to the website at wcsu.edu/westconnect for all WestConnect Card policies.

Name ____________________________________________

Last  First  MI  WCSU Student ID #

WCSU Email: ____________________________________________  Cell: _______________________

Key Box Access Information

Key boxes are located throughout the campus and you present your ID card to open the box and withdraw a key tag. Not everyone uses a key box but many student workers have access specific to their jobs.

Do you pull a key tag from a key box on campus?  Yes _____  No _____

If yes, for what dept. or building? ____________________________

Responsibility Statement

I understand that fraudulent use, possession, or complicity in the use of a lost or stolen identification card is punishable by administrative sanctions and/or criminal prosecution under the Connecticut Penal Code. If an identification card is found, I am to return it to the University Police Department. The Connecticut state law provides that persons making false reports to law enforcement officials may be punished by imprisonment for no more than one year, or a fine of $1,000 or both. Any enforcement action taken by the University Police Department based on information on this report will be at the discretion of the university.

With my signature, I certify that the above information is correct and acknowledge that I am responsible for abiding by the WCSU WESTCONNect Office policies related to use of the card.

I understand that my university account will be charged $15.00 for the replacement of a university identification card.

Signature: ____________________________________________  Date: ____________________________

For Office Use Only:  Issue Code _______  Issued By _______  School Dude W/O # _____________

Revised: Oct. 8, 2019