# Kapi'olani Community College

## ID APPLICATION FOR FACULTY/STAFF/NON-REGULAR EMPLOYEES

*For Office Use Only*

_____ _____

*Paid* *Initial*

**READ & FILL OUT COMPLETELY**

**UH Number**: _____

University of Hawai'i issued number. This number may be found by logging into www.hawaii.edu/account

Name: _____

Last First Middle Inital

DEPARTMENT: _____

**ID Card Policies and Procedures**

1. **Submit the completed application and present a current photo ID** (e.g. driver's license, State ID, Military ID, U.S. or foreign passport, etc.) to the ID attendant. **Please note that non-U.S. government issued ID's, other than passport, are NOT accepted.**
2. Applicants with sunglasses, hats, caps, bandanas, etc. will need to remove them before taking their photo.
3. If your ID is lost or stolen you may obtain a replacement ID afer paying a $5.00 (cash only) fee.
4. Non-regular employees must have EXPIRATION DATE listed by Human Resources representative ore designee.
5. We reserve the right to refuse issuing an ID card to any person who does not comply with these requirements.
6. Register with the Library online at http://libweb.hawaii.edu/uhmlib/forms/IDReg.htm or at the Circulation Counter.
7. Registration with the Library is required for access to restricted online library resources.

*I have read and understand the KCC ID Policies & Procedures & I have provided factual information when filling out this form*

_____ _____

Applicant's Signature Date

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FOR HUMAN RESOURCES REPRESENTATIVE/DESIGNEE USE ONLY

☐ Regular (No Expiration) or ☐ Non-Regular (Expiration)

- ☐ (A) APT (Administrative, Professional, Technical)
- ☐ (CS) Civil Service
- ☐ (E) Emeritus
- ☐ (EX) Executive/Managerial
- ☐ (F) Faculty

- ☐ (C) Casual Hire
- ☐ (ER) Emergency Hire
- ☐ (L) Lecturer
- ☐ (VC) Visiting Colleague

_____

Date of Expiration

I certify that Kapi'olani Community College employs the above-named individual and that I will collect this card upon separation of service

_____ _____

Human Resources Representative/Designee (Signature) Human Resources Representative/Designee (Print)

_____ _____

Telephone Number Date

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR FACULTY/STAFF ID CARD**

Please type all requests in order to minimize errors due to legibility.

**UH NUMBER**- University of Hawai'i issued number. This number may be found by logging into www.hawaii.edu/account.
**NAME**- name appears on individual's personnel record.
**DEPARTMENT**- Employing unit or college
**CATEGORY**- select between REGULAR (No Expiration) and NON-REGULAR (Expiration) AND ONE employee category

All full-time and part-time Kapi'olani Community College FACULTY/STAFF are entitled to one ID card with out an expiration date. The ID card is issued for the duration of employment, and will be collected by the college personnel representative upon separation of service

NON-REGULAR Faculty/Staff who do not fall under the REGULAR Faculty/Staff category will receive a FACULTY/STAFF ID with an expiration date. The ID card will be renewed by submitting the expired card to the ID Desk along with a new application in exchange for a new card.