



PHONE: 4-2534
 FAX: 4-8811
 MAILCODE: 0175 - I

AUTHORIZATION TO ADD or DELETE INDEX NUMBERS

DATE: _____ ORIGINATING DEPARTMENT: _____ MAILCODE: _____

CONTACT PERSON: _____ PHONE EXT: _____ FAX NUM: _____

DEPARTMENT APPROVAL: _____ AUTHORIZED SIGNATURE: _____
 (PLEASE TYPE OR PRINT)

INSTRUCTIONS: PLEASE PRINT CLEARLY & FILL OUT FORM COMPLETELY! FORMS THAT ARE NOT FILLED OUT CORRECTLY WILL BE RETURNED

1. Please indicate the full name on the card or "global." Please note global should only be used when globally *deleting or replacing* index numbers, not adding.
2. Check appropriate column based on the type of card (**E** for Employee ID, **S** for Student ID, **A** for Affiliate ID, **D** for Department green card)
3. **IF THE CARD IS CURRENTLY ACTIVE:** Please list the Employee ID, Student PID, Affiliate ID or Department Green Card number in the ID column.
IF THE CARD IS NEW OR NOT WORKING: Please indicate the 11 digit ID number. This number can **ONLY** be obtained by swiping your card in a card reader and reading it from the display. It may take more than one swipe to read the entire number. This number is **NOT visible** anywhere on the actual card.
4. Indicate which index numbers are to be added and/or deleted in the appropriate column(s).
5. Fax form to Imprints at 4-8811 or email scanned document to imprints@ucsd.edu. Forms received by 2:00 pm will be processed that day and ready to use by 4:00 pm.

NAME or "GLOBAL" (REQUIRED)	E	S	A	D	ID # or 11 DIGIT ID # (REQUIRED)	ADD INDEX # (REQUIRED)	DELETE INDEX # (REQUIRED)
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____