



Faculty/Staff

FOR ALL PERMANENT EMPLOYEES OF UNCA

*** This is a White Card NOT a RED Card***

The NCard is a permanent, non-transferable University ID that is used to access University Services as well as University Businesses. Your card will be issued free of charge. The NCard features your photo, signature, bar code and magnetic stripe.

There are two ways to obtain your NCard:

A) **ONLINE** at <https://scsapps.unl.edu/NCardOnlineApplication/>

The NCard Office will notify you by email when your NCard is ready.

Pick-up requirements:

- Your employee record in the Enterprise System must be available before your card can be made.
- Please bring a government issued photo ID. This ID can be issued by federal, state, or local government agencies provided it contains a photograph, name, and date of birth such as a driver's license, passport, or military ID.

B) **IN PERSON** - bring the following two items with you to the **NCard Office**.

1. This completed form.
2. A government issued photo ID. This ID can be issued by federal, state, or local government agencies provided it contains a photograph, name, and date of birth such as a driver's license, passport, or military ID.

{Your NCard photograph will be taken at the NCard Office at the time you apply for the card.}

NCard Office Location:

Nebraska Union
Rm 121, Main Level
14th & R Street
Lincoln, Nebraska 68588-0459
Phone: 402-472-7331

Office Hours:

8:00AM - 5:00PM, Monday-Friday

THIS FORM MUST BE COMPLETED IN FULL AND SIGNED BEFORE YOU BRING IT TO THE NCARD OFFICE.

Last Name _____ First Name _____ MI _____

NUid# _____

Department _____

Authorized by: _____ Date: _____

For questions contact: UNCA Human Resources

Lost or stolen cards should be reported to the UNCA Human Resources office and the UNL NCard Office