



ID Request Form

To request a new or replacement ID card, please complete the following form. Please note that IDs are only issued to degree-seeking students, faculty and staff.

New IDs: There is no fee for the first ID card. If you are unable to come to campus to have your picture taken, please email the completed form and attach a JPEG image of yourself. Requests may be emailed to admissions@muih.edu.

Replacement IDs: To replace your ID card, there is a fee of \$10 which can be paid in cash, by check, or credit/debit card. Current students should email their request for a new card directly to their academic advisor.

Image Guidelines:

- JPEG files only (*photo must be in color*)
- The image should be of you from the shoulders up on a plain background.
- Other individuals should not be present in the photo.
- No sunglasses, hats, unnatural expressions, or hands/gestures in the shot.

New ID Replacement ID (\$10)

First Name: _____ Last Name: _____

ID #: _____ Phone Number: _____

Email Address: _____
MUIH Email Address Only

Payment Information (*For Replacement IDs*)

Cash Check Credit/Debit Card (Visa or Mastercard only)

Amount to be charged (\$10/replacement ID): \$ _____

Name on card: _____

Account number: _____

Expiration Date: _____ 3-Digit Code: _____

Signature: _____ Date: _____