



OFFICE OF EMERGENCY MANAGEMENT AND SUPPORT SERVICES



HOW TO OBTAIN A NEW (FIRST TIME) ID/ACCESS CARD

The Tennessee State University ID/Access card is issued to all students, faculty and staff as well as other individuals in the TSU community upon the request from an authorized TSU representative. There are several types of ID/Access cards, depending on your affiliation with the university. Select an appropriate category below to learn more about the TSU ID/Access card.

- [Students](#)
- [Faculty/Staff](#)
- [Temporary/Seasonal Employees](#)
- [Contractor/Vendor](#)
- [Visitor/Guest/Alumni](#)
- [Spouse/Affiliate](#)

Note: The requirements for the issuance of all ID/Access cards are a valid government-issued photo ID which must include full name, date of birth, a photo, and a valid expiration date.

STUDENTS

All new/incoming TSU students must obtain a student ID/Access card. ID/Access cards will be available for new students starting ten (10) business days (2 weeks) prior to the start of your term of enrollment unless otherwise noted. If you are participating in New Student Orientation, your ID/Access photo will be taken during orientation, and your Student ID/Access Card will be prepared prior to your arrival on campus and distributed by the ID/Access Center. If you are a new/incoming student and did not participate in orientation, please visit the ID/Access center starting two (2) weeks prior to the start of your term of enrollment in order to obtain your new ID/Access card.

FACULTY/STAFF

New faculty and staff should go to the ID/Access Center after you have signed your contract to obtain your TSU ID/Access Card. You should present your T-Number and one of the following current forms of a government-issued photo identification in order to obtain your ID/Access Card:

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID/Access (Green Card)

Please bring a copy of your contract to prevent any delays in the processing of your ID/Access card. The name on your TSU ID/Access Card must match the name listed on the government-issued identification.

TEMPORARY/SEASONAL EMPLOYEES

A temporary/seasonal employee is one who is employed for a predetermined of time to complete a special project, to work during the absence of a regular employee due to resignation or leave of absence or to be on call during a department's peak load period, etc. ID/Access Cards for temporary/seasonal employees are issued by request only. If an ID/Access Card is required, the hiring department must complete an [ID/Access Request Form](#) . The form should be completed by an authorized university official and e-mailed to the ID/Access Center prior to sending the employee to the ID/Access Center. There is a six-month maximum duration for all temporary/seasonal ID/Access Cards.

The temporary/seasonal employee will be required to present one of the following current forms of government-issued photo identification in order to obtain their ID/Access Card:

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID/Access (Green Card)

The [ID/Access Request Form](#) must also be completed and the above procedures followed for renewals of a temporary/seasonal ID/Access Card. The employee must turn in their ID/Access card prior to leaving the university.

CONTRACTOR/VENDOR

If a contractor/vendor requires an ID/Access Card, the hiring department must complete an [ID/Access Request Form](#). The form should be completed by an authorized university official and emailed to the ID/Access Center prior to sending the individual to the ID/Access Center. Contractor/vendor cards are valid for a maximum of 1 year.

The individual will be required to present one of the following current forms of government-issued photo identification in order to obtain their ID/Access Card:

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID/Access (Green Card)

The [ID/Access Request Form](#) must also be completed and the above procedures followed for renewals of a contractor/vendor ID/Access Card. If a new card is required, the ID/Access Center will notify the requestor via e-mail that the individual must come to the ID/Access Center to obtain an updated card.

VISITOR/GUEST/ALUMNI

The following Visitor Policy shall be enforced. As a measure of campus security, access to the campus of Tennessee State University by visitors shall be limited and regulated by this Visitor Policy.

Visitors/Guests include all persons that are not faculty, staff, students not currently enrolled in courses at Tennessee State University. All visitors/guests/alumni who are not attending an official university-sponsored event that is open to the public are required to obtain visitor badges while on the campus of Tennessee State University.

When scheduling a visit departments should contact [Parking Services](#) to coordinate the necessary arrangements.

In general visitors can obtain one (1) day visitor badges from the following locations:

- Campus Police (Headquarters, Queen Washington Building)
- Events and Conference Services (Jane Elliott Hall)
- Information Desk (Floyd-Payne Campus Center)
- One Stop Center (Kean Hall)
- Parking Services (Hankal Hall, 1st Floor)
- Security Booths (John A. Merritt Blvd; 33rd & Alameda)

Note: This list is subject to change.

You will be required to present one of the following forms of government-issued photo identification in order to obtain your visitor badge:

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID/Access (Green Card)

Large groups (10 or more individuals) will need to contact the department/area they are visiting to acquire visitor badges prior to arriving to campus.

Departments requesting visitor badges should complete a [Visitor Badge Order Form](#) and email it to the ID/Access Center.

In general, visitors will receive a badge that will be valid for a designated time of access to the campus. If a visitor requires extended access to the campus, an authorized university official should e-mail a completed [ID/Access Request Form](#) to the ID/Access Center ridcenter@tnstate.edu prior to sending the individual to the ID/Access Center.

Persons attending major events may not be required to obtain a TSU ID/visitor badge. However, if an individual attending the event leaves the area where the event is taking place or if the individual remains on campus following the conclusion of the event they will become subject to the university ID Policy and be required to have a badge.

SPOUSE/AFFILIATE

Spouses and same sex civil union partners of students and faculty/staff are eligible for a Tennessee State University Visitor ID card. Visitor ID cards do not allow for proximity access. Visitor cards can be used to access the campus and campus events.

In order to obtain a visitor ID/Access, proof of marriage/civil union must be provided using one of the following forms of documentation:

- Marriage certificate (in English)
- Civil union document (only applies to same sex civil unions)
- J2 VISA with passports containing both spouses' name

In addition, the spouse/partner will need to provide the ID/Access Center with one of the following forms of government-issued photo identification:

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID/Access (Green Card)

Student Affiliates – In order to obtain a student visitor ID/Access, the student and spouse must present proof of marriage/civil union as indicated above, the student must also have a current TSU ID/Access card.

Faculty/Staff Affiliates – Spouses/same sex civil union partners of faculty/staff may come to the ID/Access Center to obtain their Visitor ID/Access card. They must bring proof of marriage/civil union as indicated above, their spouses T-Number as well as their government-issued photo identification.