



OFFICE OF EMERGENCY MANAGEMENT AND SUPPORT SERVICES



## ID/ACCESS REQUEST

The ID/Access cards listed below require an [ID/ACCESS REQUEST FORM](#) to be completed by an authorized Tennessee State University employee. Students and Faculty/Staff do not require a form if proximity access is not required. These forms should be used to request a new ID/Access card and/or proximity access to campus facilities, classrooms and labs as well as to renew an existing card or access level.

- Students
- Faculty/Staff
- Temporary/Seasonal Employees (Maximum 6 months)
- Contractors/Vendors (Maximum 1 year)

The completed form must be e-mailed to the ID/Access Center PRIOR TO sending the individual to the ID/Access Center for their card:

E-mail: [idcenter@tnstate.edu](mailto:idcenter@tnstate.edu)

Once the request has been processed by the ID/Access Center, the requestor will be notified that the card is ready for issuance. At that time, the individual may come to the ID/Access Center to obtain their ID/Access card. 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 (Green Card)