

# PHOTO ID CARD RENEWAL

The university needs to update the listing for those Research Park employees wishing to obtain or retain their ISU Research Park photo IDs. While the physical card that has already been issued will not expire, the database will be deleted as of June 30, 2018. The database must be refreshed each fiscal year in order for the cardholder to access university services. Individuals already possessing an ISU Card simply retain their cards, but the expiration dates need to be updated.

For those of you that had requested these cards last year, the list of employees will be sent separately. If you still wish for these employees to retain their cards, simply write "OK" with your signature and date on that sheet. For any employees listed that have left your employer or employees that have no further need for the photo ID, cross out their name(s). For any new employees wishing to obtain ISU Cards, complete a new Non-ISU Employee data Base Input form for each new employee.

The annual fee is \$15 per cardholder and will be charged to the tenant business. **Please complete the attached form and mail along with a company check made out to the ISU Research Park Corporation.** We will then forward this information to the ISU Card office, which will then update the information on the Research Park employee database. This information will not be kept by Tenant Company within the database. Since the database is owned and maintained by ISU, the confidentiality of employee names cannot be guaranteed.

Once the ISU Card office has the information updated, they will let us know when the new employees can go have their pictures taken and pick up their card. As additional employees in your company would like a card, please complete the new Non-ISU Employees Data Base Input form and mail it along with the payment.



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