

**Washington University in St. Louis**  
**GUEST ID Authorization Form**

The Guest Identification Card (ID) is available for those who do not have a student or employee status at Washington University in St. Louis and are not entered in the HRMS system. Guests of the University (Campus Ministers, etc.) who will be on campus for an extended period of time should obtain a Guest ID to aide in campus security.

The University requires the following information before an ID can be produced:

- 1) Authorization from the department sponsor confirming that the guest should receive a Guest ID.
- 2) Brief explanation of Guest's activity on campus/need for Guest ID.
- 3) An expiration date (within one year) that the guest card is valid.
- 4) Building access needed.

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**Please send Guest with completed form to Campus Card Services located in Women's Bldg. Rm 002.**

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**Department Sponsor Signature**

**Printed Name of Sponsor**

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**Guest Name**

**Expiration Date**

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**Purpose of Visit to Campus & Building Access Needed**