



UH-RCUH FACULTY/STAFF ID CARD APPLICATION FORM

PLEASE PRINT LEGIBLY

NAME: _____
Last
First
Middle Initial

UH NUMBER: _____ - _____ EMAIL: _____

I certify that I will surrender my UH ID to the RCUH Human Resources Department upon separation from the Research Corporation of the University of Hawai'i.

Applicant's Signature

Date

RCUH Human Resources will review & certify your UH-RCUH Faculty/Staff ID card request. The completed/signed request form will be emailed to you. You must then take the completed form to the ID Office on your respective campus. Please be sure to bring a valid photo ID (driver's license, state ID, passport, etc.) in order to process your UH-RCUH ID application form. UH-Hilo regular status employees will be required to pay \$5.00 (cash). UH-Hilo and UH-Manoa temporary staff will be required to pay \$10.00 (cash).

The UH-RCUH ID card is valid for a maximum of 3 years for UH-Manoa or 2 years for UH-Hilo and must be surrendered to the RCUH Human Resources Department upon separation of service. If you need to renew your ID card, you will need to fill out another ID application form.

Any lost ID card will be replaced at a cost to the employee of \$25.00 (UH-Manoa) or \$10.00 (UH-Hilo).

Please sign application form and scan/email to rcuhr@rcuh.com or fax to RCUH Human Resources at (808) 956-9423.

RCUH PERSONNEL REPRESENTATIVE USE ONLY

REGULAR – Core Staff (No Expiration)
 [No Charge UHM/\$5.00 UHH]

REGULAR
 [No Charge UHM/\$5.00 UHH]

TEMPORARY
 [\$10.00 UHM/\$10.00 UHH]

REPLACEMENT
 [\$25.00 UHM/\$10.00 UHH]

EXPIRATION DATE _____
(Maximum: UH-Manoa - 3 Years or UH Hilo - 2 Years)

I certify that the Research Corporation of the University of Hawai'i (RCUH) employs the above named individual.

RCUH Personnel Representative (Signature)

Date

RCUH Personnel Representative (Print Name)

Phone #