

Ossining Union Free School District

Request Form For Faculty/Staff ID Cards

Please complete the following information:

Name _____ Building _____

Position/Title _____

Telephone Extension _____ Room/Office Number _____

I wish to Request the Following:

_____ New ID Card (I need To Have My Photograph Taken)

_____ A Replacement ID Card

_____ A New ID Lanyard

New ID's Only (Please Complete)

In order to assist us in scheduling an appointment for you, please list three dates/times, which are convenient for you in your order of preference:

(Please note that the Benefits Office is open from 8:00 a.m. - 4:00p.m, Monday-Friday)

1. _____

2. _____

3. _____

The Benefits Office will contact you to confirm your appointment

Please Return This Form to James Lucas, Benefits Assistant in the Benefits Office

Benefits Office Phone Number: (914) 941-7700 ext1332