



Eagle Access Card Identity Verification Form Instructions

The Eagle Access Card Identity Verification form and required documents must be submitted by students who wish to obtain a University of Southern Indiana Eagle Access Card but are unable to apply in person. **Students must be currently registered for classes at the University of Southern Indiana in order to receive an Eagle Access Card.**

Instructions:

- Step 1: Complete all fields in Section 1 of the Eagle Access Card Identity Verification Form.
- Step 2: Present the Eagle Access Card Identity Verification Form to a licensed Notary Public for completion of Section 2.
- Step 3: Complete the Eagle Access Card Agreement.
- Step 4: Return the following documents to:
University of Southern Indiana
Eagle Access Card Office
8600 University Boulevard
Evansville, IN 47712

- Completed Eagle Access Card Identity Verification Form
- Completed Eagle Access Card Agreement
- Copy of photo identification presented to Notary Public
- \$5.00 check/money order payable to: Sodexo
(This fee is to cover shipping and processing)
- Color passport photo
(Passport Photo may be obtained from WalMart, CVS, Walgreens, and other retailers. A color copy of your passport is NOT needed.)



- Step 5: Please allow 10 business days for delivery of the Eagle Access Card once the form and required documents have been received by the Eagle Access Card Office.



Eagle Access Card Identity Verification Form

I am requesting a USI Eagle Access Card, and by submitting this form and the other documents requested, do hereby certify that the information provided is true and accurate.

Section 1: To be completed by applicant Print

Name: _____
(First Name, Middle Initial, Last Name)

USI ID#: _____ Date of Birth: _____
(Please include leading zeros, example: 000123456)

Email: _____ Daytime Phone: _____
(University assigned email only)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Applicant: _____ Date: _____
(Sign in the presence of a Notary Public)

Section 2: To be completed by Notary Public

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

Notary Public: _____
(Print Name)

(NOTARY SEAL)

My Commission Expires: _____

Notary Public Signature: _____

Personally Known _____ OR Produced Identification _____

Driver's License - State Issued: _____ DL#: _____

Passport - Passport #: _____

Gov't Issued ID - Type: _____ ID #: _____



The Eagle Access Card is the official University of Southern Indiana Identification Card. This card also serves as a library card, a copy/print card, an access card, a declining balance card, and a meal plan card. **Proof of identification is required when obtaining an Eagle Access Card. Driver's License, State/Government issued picture I.D., or Passports are accepted forms of identification.**

The information contained in the card system, including your Eagle Access Card photo, can be used by the University of Southern Indiana for internal University business purposes as deemed appropriate and approved by the Vice President of Student Affairs for students and approved by the Faculty Senate for employees.

To make use of the declining balance feature of your Eagle Access Card, you may deposit money into one of the account:

Munch Money Declining Balance Account: Money deposited into this account may be used to make purchases at any Dining Services location on campus which is connected to the Eagle Access Card system. These funds expire at the end of every Spring Semester.

Flex Declining Balance Account: Money deposited into this account may be used for copy/printing, dining services, laundry, and Campus Store purchases. These funds do not expire.

Once funds have been deposited into your account, they may only be withdrawn by way of purchases. You may not withdraw cash prior to your graduation or withdrawal from the University.

If you have money in your Eagle Access Card Flex account at the end of the academic term, it will be carried over into the upcoming academic term's balance. **You may request a refund of any balance remaining in your account when you graduate or withdraw from the University. Munch Money is non-refundable and expires at the end of every Spring Term.**

The Eagle Access Card is the property of the University of Southern Indiana and shall be returned at its request. A **valid** card must be carried at all times and presented to campus authorities upon request.

If your card is lost or stolen, please contact the Eagle Access Card Office (812-464-1859) immediately. Card invalidation will be immediate (you can also mark a card lost through myUSI). The University of Southern Indiana is not responsible for cash balances of lost cards. **The charge for a replacement card is \$25 (Starting 01/01/2020).**

I have read and agree to the above conditions.

Signature

Date

Name (printed)

USI ID #