



Request for Deletion of MCard Digitized Photograph Form

I understand that it is the policy of the University of Michigan that all faculty, staff, students, retirees, and other persons acting on behalf of the University obtain and maintain a single, current Universal Identification Card (MCard), which is issued by authorized MCard Issuing Stations at the Ann Arbor, Dearborn, and Flint campuses.

I **DECLINE** to have my photograph stored in the ID card database and acknowledge that the university will have no photograph to use for purposes of:

- reissuing an MCard,
- validating access to certain university buildings and events, or
- approved internal university business uses (i.e., class rosters, seating charts, and approved business uses)

I also understand that if I wish to revoke this document, I must complete a Request for Restoration of MCard Digitized Photograph Form and submit it in person to an MCard Issuing Station.

Upon completion of this form, you must submit it in person to a University of Michigan MCard Issuing Station. A current listing of MCard Issuing Stations can be found at www.mcard.umich.edu

UMID Number

_____ AM / PM
Printed Name of Cardholder **Cardholder Signature** **Date** **Time**

_____ AM /
Signature of MCard Issuing Station Staff **Date** **Time**

Processing Instructions for MCard Issuing Station Staff

1. Verify cardholder has completed all fields on form.
2. Retrieve cardholder's record in ID Card software and take photo of a blank wall.
3. Select "Do Not Store Photo" under Photo Option menu.
4. Enter your signature, date, and time on form above.
5. Make copy of form for your MCard Issuing Station and send original to the MCard Center, Room 1011 Student Activities Building, 515 E. Jefferson St., Ann Arbor, MI 48109-1316.

Contact the MCard Center at (734) 936-2273 with any questions.