



**UNIVERSITY OF SANTO TOMAS**  
**OFFICE OF THE SECRETARY-GENERAL**

**APPLICATION FORM FOR ADMINISTRATOR/FACULTY/  
SUPPORT STAFF IDENTIFICATION (ID) CARD**

Check the box that applies to you.  REPLACEMENT  REACTIVATION\*  RE-ISSUANCE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID No.: \_\_\_\_\_

Faculty/College/Institute/School/Department/Office:  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE OVER PRINTED NAME

**REASON FOR REQUEST**

Applicant no.: \_\_\_\_\_  
(to be filled-out by the staff of the ID Room)

- LOST ID CARD
- DAMAGED ID CARD
- CHANGE OF CIVIL STATUS
- CHANGE OF POSITION (i.e. faculty to admin or vice versa)
- OTHERS \_\_\_\_\_

Approved by:  
  
\_\_\_\_\_

**SECRETARY-GENERAL**

**TREASURY DEPARTMENT**

OR No.: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

## **PROCEDURE FOR APPLICATION OF ID CARD:**

1. Get the Application Form for Faculty/Administrator/Support Staff ID Card at the ID Room, located at the ground floor of the UST Tan Yan Kee Student Center.
2. Submit the accomplished form to the Office of the Secretary-General (OSG) located at the second floor of the Main Building, for approval of the application.
3. Pay the corresponding fee for new ID at the Treasury Department, located at the second floor of the Main Building.
4. Submit the accomplished form and present original copy of official receipt to the staff-in-charge of the ID Room for picture-taking.