



## Smart Card Request Form: FACULTY & STAFF FORM

First Smart Card is FREE, Replacement card(s) are \$20 (payment must be included with request)

**Mailing Address:** Pacific Oaks College  
Facilities Department  
C/O Michelle Mendez  
55 Eureka St  
Pasadena, CA 91103

**Telephone:** 626.529.8247  
**E-mail:** [mmendez@pacificoaks.edu](mailto:mmendez@pacificoaks.edu)

**First Photo ID Card Request:** Yes No  
**Replacement Card:** Yes No

**Name:**

\_\_\_\_\_  
Last Name First Name Middle (FULL)

**Address:**

\_\_\_\_\_  
Street Number and Name

\_\_\_\_\_  
City State Zip Code

**Cellular**  /  **Home:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Employee E-mail Address:** \_\_\_\_\_

**Department Information:**

Department \_\_\_\_\_ Dept. Phone \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature** **Date**



**Special Instructions and Requirements for Students/Employees at a Distance**

**Employees** at a distance must submit a digital photo by e-mail only, meeting the following requirements:

1. Color portrait shot (**no side or 3/4 profiles**) with a blank white/beige background
2. Hats or sunglasses are not allowed
3. The digital picture must be in a **JPG format** and no larger than 750 kb in size.
4. Pictures not meeting the above requirements will not be accepted
5. Please allow two weeks from receipt of the request for the Smart Card to be mailed