

**Department Authorization for Affiliate ID Card and NetID**  
**MSU ID OFFICE**  
**170 International Center**  
**355-4500**

*To be completed by Department ONLY*

<b>Visitor Information:</b>		
Last Name	First Name:	M.I.
NON MSU Email Address		
Will this person be paid or appointed?	YES  NO	<i>If yes, then a record will be auto-generated once the hiring paperwork is completed by MSU Central HR and this form is unnecessary.</i>
Dates of Affiliation Requested		

<b>Department Information</b>	
Sponsoring Department	
Contact Person	
Phone	NetID

Signature _____	Date ____/____/____
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<b>Visitor FPID Services - Free of Charge</b>
All Visitors receive a non-prox card <b><u>unless otherwise noted below</u></b> . The card will display their FPID Number and photo on the front, and Affiliation to MSU on the back.
All Visitors receive an FPID NetID (affiliate login) which will include the following: <b>Wifi                      DHCP                      D2L                      Computer Lab</b>
<b><i>NOTE: MSU Email and Library e-resources are not available for visitors.</i></b>

<b>Optional Service - Fee Required</b>		
Is a prox enabled ID card needed for parking, door access or meal plan purchase?	YES  NO	<b>If yes</b> , there is a \$10 charge for a prox card for Visitors (non-employees). The Visitor can pay \$10 (cash or check) or the department can pay with an MSU budget #: _____

*After the department has completed and printed this document, the visitor must bring the completed copy to the ID Office (427 N. Shaw Lane, 170 International Center) along with a passport or U.S. driver's license. Please **DO NOT** return this form to the ID Office by email, it must accompany the visitor.*