



## **ALL IN THE MSU FAMILY PERKS PROGRAM**

### **(Instructions for obtaining a University Family Identification Card)**

1. Verification of Employment Forms for employees are available in Human Resources.
2. Employee must complete and sign form with accurate information. **NOTE:** To be eligible to use this program, MSU employees must work full-time. We would normally expect that your spouse, domestic partner or children reside with you in the same household, with your home as the primary place of residence. Exceptions would include instances of shared custody of children and commuter relationships for spouses/domestic partners. In these cases, when the child, spouse or domestic partner is in your household, s/he shall qualify for these perquisites. Your children must be unmarried.
3. Human Resources verifies full-time status, retains original for files and gives employee a copy of form.
4. Family member takes the copy to One Card Office (Student Center Lower Level).
5. One Card Office issues Identification Card.
6. **NOTE:** There is a fee for replacement cards. Repeat steps 1 – 5 for replacement cards.

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Regular Office Hours: Monday-Friday, 8:30-4:30pm.  
Late Hours: Thursday 8:30-7:00pm (Fall/Spring Semester ONLY)



**Division of Human Resources  
 VERIFICATION OF EMPLOYMENT FOR  
 FAMILY I.D. CARD**

This form should be completed and certified by the Division of Human Resources. To receive a valid MSU ID Card, present a copy of the form to the One-Card Office.

<b>EMPLOYEE INFORMATION</b>			
NAME		CWID	
TITLE		DATE OF HIRE	
DEPARTMENT			
DIVISION			
EMPLOYEE SIGNATURE		DATE	
HUMAN RESOURCES VERIFICATION	DATE	EXTENSION	
<b>FAMILY INFORMATION</b>			
<p>In order for your spouse, domestic partner or children to be eligible for a University ID card, we would normally expect that they reside in the same household as you with your home as the primary place of residence. Exceptions would include instances of shared custody of children and commuter relationships for spouses/domestic partners. In these cases, when the child, spouse or domestic partner is in your household, s/he shall qualify for these prerequisites. The children must be unmarried.</p>			
Name	Relationship	DOB	SSN

The One-Card Office is located in the Student Center-ICAA First Floor behind the Computer Lab

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