BUID REQUEST FOR ND/NC

Non-Compensated (ND = Faculty; NC = Non-Faculty)

If BUID # was issued in the past please identify: U_ _ _ _ _ _ _ _ _

MailCode Coordinator or Department Head to complete the following information (PLEASE PRINT):

NAME: _____
LAST FIRST MIDDLE

HOME ADDRESS: _____

_____
CITY STATE ZIP CODE

SSN: _ _ _ -- _ _ -- _ _ _ _ DATE OF BIRTH: _ _ -- _ _ -- _ _ _ _ SEX: ___

CITIZENSHIP COUNTRY: _____ LEV2 CD: **ND** or **NC**
(Circle one.)

REASON FOR ID (Please check all that apply):

- ____ ID badge
- ____ BU Email/ACS account
- ____ UIS Account
- ____ INSPIR Account
- ____ Other (Explain): _____

_____

MAILCODE: _____ UNIT/DEPT: _ _ _ -- _ _ _
(Ex: MED00)

MAILCODE COORDINATOR (MCC) NAME: _____

MCC PH#: _____ MCC EMAIL: _____

MCC or DEPARTMENT HEAD SIGNATURE*: _____
***See Below before signing**

A Signed BUMC Patent Policy Agreement must accompany this request if the person is going to be located on BU property.

*** MCC or Department Head Signature is testifying to the following conditions:**

- **I attest to the identity of the person for whom this BUID is being requested.**
- **<u>If no patent is attached:</u> I attest that the person for whom this BUID is being requested is not going to be located on BU property.**

HR will then enter into the Web Non-Compensated System and forward the BUID# via email to the MCC.

Mail requests or drop off at: <u>BU Office of Human Resources, Crosstown Center</u>
<u>801 Mass Ave, Suite 400 Boston MA 02118</u>
Please call 617-638-4610 if you have any questions.

9/2006 Edit 1/2008