



DEPARTMENT OF INFORMATION TECHNOLOGY IDENTITY VERIFICATION FORM

Print your full name, Banner ID number (which can be found on the front of your ID card), date of birth, current contact phone number, & non campus e-mail address. Please **do not** include private information in the text or images within the form (such as social security numbers, passwords, etc.). Fields marked with an * are required.

*Name:			
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First

Middle

Last

Banner ID:		*Date Of Birth:	
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Example: A1000000

Month, Day, Year (MM/DD/YYYY)

*Phone:		*E-Mail:	
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Area Code & Number (###-###-####)

Example: someone@somewhere.com

Check the box next to the type of Photo ID that will be attached to the form. Please **do not** include an ID that contains private information (such as a social security card). If the ID is not an OSU ID Card, please include one that contains your signature. The ID can either be faxed, a picture can be taken with a Smart Phone (example: iPhone, Android, etc.), using a scanner connected to a computer, etc.

*Photo ID Type Attached:		OSU ID Card (preferred method)		Driver's License or other state-issued photo ID
		Passport (with photo)		Military ID (with photo)
		Other (if checked, please specify type) Type: _____		

Check a box next to the ID Card type supplied to verify your identity

*Reason For Verification:		O-Key Password Reset\Reactivation		Faculty\Staff PIN Request (Students, contact campus Registrar)
		Other (if checked, please specify below) _____		

By signing this form, I attest I am the above-named person and am authorizing Information Technology to assist me with attaining access for legitimate education or professional pursuits. A handwritten signature must be provided. Electronic signatures are not accepted.

*Signature:	_____
*Date Signed:	

The form can be submitted by one of the following methods

E-Mail: helpdesk@okstate.edu ♦ FAX: 405-744-7861

For additional assistance, contact the OSU IT Helpdesk by e-mailing helpdesk@okstate.edu, calling 405-744-HELP (4357), toll free at 1-877-951-4836, or by visiting 421 Classroom Building on the Stillwater campus



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The below box can contain the photo ID card that was specified in the form. This page does not need to be used, however, a photo ID must accompany the form for processing. Suggested methods for submitting an ID card are taking a picture with a Smart Phone, scanning the ID card from a scanner connected to a computer, etc.



Your Photo ID Image

Examples of Photo ID cards.



OSU ID Card



Driver's License



Passport



Military ID

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