



**UCard, Access and Parking Services (UCAPS)**  
 South Dining Hall / 883 Broadway Street  
 978 / 934-2800 (phone)  
 978 / 934-4004 (fax) – please call after faxing to complete processing  
**Request for Services for New Faculty/Staff**

This completed form may be used to obtain card access services to a new employee. This form will not be processed without a departmental signature. Your Social Security Number will also be required at the time of processing – for your security and protection, **NEVER** write it on this form.

**This form is not to be used for student employees, visitors, vendors, or volunteers.**

Employee Name*: First	Middle Initial	Last	Job Title		
Home Address: Street		City	State	Zip Code	Department Name
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth	Personal E-Mail Address		
Permanent/Home Phone Number		Cell Phone Number			

\* The name on this form must be the same name used for all legal documents issued by the campus - including but not limited to documents and information provided to: Social Security Administration, Federal and State Tax Agencies.

**Choose One:**

<input type="checkbox"/> Benefited Faculty	<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> Vendor/Visitor/Volunteer **
<input type="checkbox"/> Benefited Staff	<input type="checkbox"/> Non-Benefited Staff	<input type="checkbox"/> Student **

**\*\* Stop: This form can only be used by UMass Lowell faculty and staff that are paid by Human Resources. Please use the Request for Services for Vendors/Visitors/Volunteers from the UCAPS website.**

By my signature below, I certify the named person above is authorized to access UMass Lowell facilities and services.

Name of department head or designee	Signature of department head or designee
Phone number of department head or designee	Date

**Take this completed form and your vehicle registration to the UCAPS Office to obtain your UCard and parking permit.** Be prepared to provide your Social Security number. Your new UCard is necessary to access many UMass Lowell resources such as parking lots, building and lab entrances, and the Campus Recreation Center.

**University ID (UMS) #**   

**E-Mail:** Effective fall 2011, e-mail account creations can no longer be initialized by the UCAPS Office. Once your contract has been processed by Human Resources, your e-mail account will be created automatically. Please contact the Help Desk at 978-934-HELP [4357] for the status of your e-mail account and assistance to access it.

**Parking Decals:** Bring your vehicle registration with you when you go to UCAPS Office in order to get a parking permit. If you forget your registration you can request a parking sticker online at the following website <http://parking.uml.edu> .

**Libraries:** Bring your UCard to the Circulation Desk at either O'Leary or Lydon Libraries to activate your UML library borrowing and BLC Virtual Catalog privileges. Off-Campus electronic journal database search privileges are activated within one month of the start of semester. Contact 978-934-4550 for more information or go to <http://library.uml.edu>.