



# Information Technology **Identity Verification Form**

Complete all information in the form below to expedite the verification process of your identity. Print your full name, Banner ID number (which can be found on the front of your OSU ID Card or in your O-Key account at <http://okey.okstate.edu>), date of birth, current contact phone number, & e-mail address. Please **do not** include private information in the text or images within the form (such as social security numbers, passwords, etc.).

<b>Name:</b>			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
<b>Banner ID:</b>			<b>Date Of Birth:</b>
	<i>Number (A#####)</i>		<i>Month, Day, Year (MM/DD/YYYY)</i>
<b>Phone:</b>			<b>E-Mail:</b>
	<i>Area Code &amp; Number (###-###-####)</i>		<i>Example: someone@somewhere.com</i>

Check the box next to the type of Photo ID that will be attached to this 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, Blackberry, etc.), using a scanner connected to a computer, etc.

<b>Photo ID Type Attached:</b>		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)	<b>Type:</b> _____	

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

<b>Reason For Verification:</b>		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 that I am the above named person and am authorizing Information Technology to assist me with attaining access to my personal O-Key profile for legitimate education or professional pursuits.

<b>Signature:</b>	_____
<b>Date Signed:</b>	

**This form can be submitted by one of the following methods**

E-Mail: [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) ♦ FAX: 405-744-7861

For additional assistance, contact the OSU IT Helpdesk by e-mailing [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu), calling 405-744-HELP (4357), toll free at 1-877-951-4836, or at 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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