

VIRGINIA TECH CORPORATE RESEARCH CENTER (CRC)

Application for Hokie Passport Identification Card

**NOTE: The Hokie Passport is only available to full time staff whose office locations are in the CRC
Virginia Tech Hokie Passport ID Office
100 Student Services Building • 231-5121
Office Hours: M-F 8:00am–5:00pm**

COMPLETED FORM MUST BE RETURNED TO CRC ADMINISTRATIVE OFFICE

Have you had a Hokie Passport as a VT employee or student or as an employee with another CRC company?

Yes No If No, please complete the attached **Banner Identification Number Request**.

If you had a Hokie Passport as an employee of another CRC Company, please give company name:

Section 1—General Information

Employee Name: _____
Company Name: _____ Date of Hire: _____
Employee Title: _____ email: _____
Employee Home Address: _____

Section 2—Employee Agreement

I, _____ (**print clearly**), do hereby agree to abide by all regulations (see Parking Regulations attached to this form) of Virginia Tech in using the identification card for which I am applying. Upon termination of employment with the above company, I agree to return the identification card to a representative of my company or to the administrative staff at the CRC.

Employee Signature Date

Section 3—Company Agreement

I, _____ (**print clearly**), an officer of the above company, do hereby agree that upon the termination of employment by the above named individual, our personnel staff will either collect the Virginia Tech Hokie Passport card and return it to the administrative staff of the CRC or notify the CRC office of the employee’s move to another company within the CRC.

Company Officer’s Signature Date

Section 4—Virginia Tech Corporate Research Center Agreement

I agree to return to Virginia Tech, all Hokie Passport cards of tenant-employees which are returned to the CRC. Further, the Virginia Tech Corporate Research Center agrees to perform an annual audit to determine if companies are returning cards of terminated employees.

VTCRC Property Management Specialist Date

APPLICATIONS WILL BE KEPT ONE YEAR FROM DATE RECEIVED. IF EMPLOYEE HAS NOT PICKED UP THEIR ID CARD BEFORE THIS DATE, A NEW APPLICATION MUST BE SUBMITTED.

CRC USE ONLY
 Copy Database
 HPO RB8 Access



Banner Identification Number Request (for Non-Students, Non-Faculty/Staff)

Full Legal Name

First/Given Name:

Middle Name(s):

Last/Family/Surname:

Social Security Number (if available):**Local (Mailing) Address**

Address Line 1

Address Line 2

City

State

Zipcode

Country

Phone

Area Code

Phone Number

Permanent Address

Address Line 1

Address Line 2

City

State

Zipcode

Country

Phone

Area Code

Phone Number

Fax to:
(540)231-7644

or bring to

Hokie Passport
Office
100 Student
Services Building*(Additional Information Required on Back of this Page)*Number Assigned:

(office use only)

