

## REPLACEMENT ID CARD FORM

ID Number	
First Name(s)	
Last Name	
Date of Birth (Day / month / year)	/ /
Please Select One	O Student O Staff Member O Academic
Reason for Replacement	O Loss O Damage O Theft O Change in name
Do you have money in the card?	O Yes O No

## Step 1: Please submit the completed form to:

- Student Affairs office (If you are a student)
- Human Resource Office(If you are a staff member)

There is a replacement fee of **20 KM** that must be paid to Financial Office in advance and proof of payment should accompany this form.