



928-523-1905  
P.O. Box 6026  
Flagstaff, AZ 86011-6026  
[nau.edu/jackscard](http://nau.edu/jackscard)

JacksCard Office

As an Extended Campuses member, you can receive a Northern Arizona University ID card by mail. Each JacksCard card costs \$30. By submitting this request, you are authorizing the \$30 charge to your LOUIE account. Your JacksCard card will be mailed to you in approximately 3 to 5 business days.

Please fill in the following information, then email to [JacksCard@nau.edu](mailto:JacksCard@nau.edu), along with the required attachments.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ User ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Status (Student/Employee/Affiliate): \_\_\_\_\_

**Required Attachments:**

Digital or Scanned Portrait

- Photo *must* be passport-type picture: blank background, head and shoulders with space on all sides, in color, no hat nor sunglasses. Please see our photo submission guidelines available on our website: [nau.edu/jackscard/submit-your-photo/](http://nau.edu/jackscard/submit-your-photo/)

A scanned valid government-issued ID. A driver's licenses or passport is preferred.

If you have any other questions, please call our office at (928) 523-1905.