



NEW EMPLOYEE NAUTILUS CARD FORM

Please complete this form and take it to the *Nautilus Card* office to obtain your card.

Proof of identification is required when obtaining a Nautilus Card. Driver's License, State/Government issued picture I.D. or Passports are accepted forms of identification.

EMPLOYEE NAME: _____ **UWF ID #:** _____

DEPARTMENT: _____ **EMPLOYMENT DATE:** ____/____/____

CIRCLE STATUS: LINE ITEM: Faculty Staff Other: _____

NEW HIRE: Yes / No **STATUS CHANGE:** From _____ To _____

Employee Signature

Supervisor/Dept. Head Signature

Location: Building 20W, Room 162 • Office Hours: Monday-Friday, 8:15am – 4:45pm • Phone: 850.474.3324