



How Do I Get a Rensselaer ID Card?

Obtain a Rensselaer Identification Number (RIN). Instructions are below.

- o My RIN is _____

Secure one form of photo identification to present to the Card Office Staff

Visit the ID Desk, located in Room 1502 on the first floor of the Rensselaer Student Union (corner of 15th Street and Sage Avenue, Troy, NY).

How Do I Get a RIN?

1. COMPLETE AND RETURN THE FOLLOWING TO HR:

- Confidential Post-Hire Questionnaire
- Drug Free Workplace Policy Statement
- Sexual Harassment Policy Acknowledgement
- Intellectual Property Agreement
- Conflict of Interest Questionnaire
- Payroll Check Disposition Authorization Form (optional)
- Agreement for Disposition of Advance Payment of Wages
- W-4 Employee's Withholding Allowance Certificate
- IT-2104 Employee's Withholding Allowance
- Signed Offer Letter
- Employee Handbook Acknowledgement
- Employment Eligibility Verification (I-9 Form)

2. VISIT THE DIVISION OF HUMAN RESOURCES

PRESENT ORIGINAL, UNEXPIRED IDENTIFICATION AS DESCRIBED ON THE LIST OF ACCEPTABLE DOCUMENTS DESCRIBED ON THE FORM I-9

3. Call **518-276-3444** on or after _____ at _____ am/pm
(date) (time)

In addition to the information you are required to supply, the Division of Human Resources must collect information from the department/portfolio to create and approve a RIN for a faculty or staff ID card.

Notes: