



Nautilus Card Identity Verification Form Instructions

The Nautilus Card Identity Verification form and required documents must be submitted by students who wish to obtain a University of West Florida Nautilus Card but are unable to apply in person. **Students must be currently registered for classes at the University of West Florida in order to receive a Nautilus Card.**

Instructions:

Step 1: Complete all fields in Section I of the Nautilus Card Identity Verification Form.

Step 2: Present the Nautilus Card Identity Verification Form to a licensed Notary Public for completion of Section 2.

Step 3: Complete the Nautilus Card Agreement.

Step 4: Return the following documents to:
University of West Florida
Nautilus Card Office
11000 University Parkway, Building 20W
Pensacola, FL 32514-5750

- Completed Nautilus Card Identity Verification Form
- Completed Nautilus Card Agreement
- Copy of photo identification presented to Notary Public
- \$10.00 check/money order payable to: University of West Florida
- Color passport photo
(Passport Photo may be obtained from WalMart, CVS, Walgreens, and other retailers. A color copy of your passport is NOT needed.)



Step 5: Please allow 7 to 10 days for delivery of the Nautilus Card once the form and required documents have been received by the Nautilus Card Office.



Nautilus Card

UNIVERSITY of WEST FLORIDA

Nautilus Card Identity Verification Form

I am requesting a UWF Nautilus Card, and by submitting this form and the other documents requested, do hereby certify that the information provided is true and accurate.

Section 1:

To be completed by applicant

Print Name: _____
(First Name, Middle Initial, Last Name)

UWF ID#: _____ Date of Birth: _____

Email: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Applicant: _____ Date: _____
(Sign in the presence of a Notary Public)

Section 2:

To be completed by Notary Public

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

Notary Public: _____
(Print Name)

(NOTARY SEAL)

My Commission Expires: _____

Notary Public Signature: _____

Personally Known _____ OR Produced Identification _____

Driver's License - State Issued: _____ DL#: _____

Passport - Passport #: _____

Gov't Issued ID - Type: _____ ID #: _____



Nautilus Card

UNIVERSITY *of* WEST FLORIDA

The Nautilus Card is the official University of West Florida Identification Card. This card also serves as a library card, a copy card, an access card, a debit card and a meal plan 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.**

The information contained in the card system, including your Nautilus Card photo, can be used by the University of West Florida for internal University business purposes as deemed appropriate and approved by the Vice President of Student Affairs for students and approved by the University General Counsel for employees.

To make use of the debit card feature of your Nautilus Card, you may deposit money into one account:

Declining Balance Account: Money deposited into this account may be used to make purchases at any location on campus which is connected to the Nautilus Card system, including Dining Services locations.

Once funds have been deposited into your account, they may only be withdrawn by way of purchases. You may not withdraw cash prior to your graduation or withdrawal from the University.

If you have money in your Nautilus Card account at the end of the academic term, it will be carried over into the upcoming academic term's balance. **You may request a refund of any balance remaining in your account when you graduate or withdraw from the University.**

If you fail to request a refund of any balance remaining in your account for a period of six (6) months after you graduate or withdraw from the University, the balance may be deemed abandoned property, in which case the balance will be remitted to the State of Florida, or you may choose to contribute any balance in your account to the UWF General Scholarship Fund.

Please indicate how you desire to have treated any balance remaining in your account more than six (6) months after you graduate or withdraw from the University by checking the appropriate box below:

Contribute to UWF General Scholarship Fund

Abandoned Property

There is a \$10 Annual ID Program Fee. The fee is charged the first semester on campus and recurs annually thereafter each fall semester. The fee covers the cost of equipment and ongoing services provided by the Nautilus Card program.

If your card is lost or stolen, please contact the Nautilus Card Office (850-474-3324) immediately. After business hours, you may call the University Police (850-474-2415). Card invalidation will be immediate. The University of West Florida is not responsible for cash balances of lost cards. **The charge for a replacement card is \$15.**

I have read and agree to the above conditions.

Signature

Date

Name (printed)

UWF ID #