



## BANNER PIN REQUEST

**INSTRUCTIONS:** Please complete all information on this form, attach a legible copy of a valid state or federal photo ID (ex: driver's license, passport, or military ID), sign and date the form. You may submit this form and the supporting documentation to our office in person, via postal mail, via scanned attachment in email, or via fax (see contact information above). Once the information has been received and entered into the system, a Banner PIN will be generated and emailed to the requester.

**Name** \_\_\_\_\_  
(First, Middle, Last)

**Student ID or Last 4 Digits of SSN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
(MM-DD-YYYY)

**Phone Number:** \_\_\_\_\_

**Type of valid photo identification provided** (attach a legible copy if submitting via email, mail or fax):

- Driver's License (or other state-issued photo ID)
- Passport
- Military ID
- OSU ID
- Other (describe - ID must include an image of your signature)

Email to \_\_\_\_\_

**IMPORTANT - Please ensure that the email address provided here is a private and reliable address to which you have access. OSU communicates essential application and Banner/PIN verification information to this address. We will enter this into the Student Information System as your new alternate email address.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><i>Office Use Only</i></p> <p>Processed by: _____ Date: _____</p>
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