



2945 Lone Oak Drive, Eagan, MN 55122
Phone: (651) 675-1200 Fax: (651) 675-1201
ID Card Special Request Instructions

IMPORTANT – Please read before submitting special request form:

- Fax completed forms to (651) 675-1201.
- Submit this form to request LaserMark to apply alternate fulfillment of ID cards than is normally used. This may include: suppressing printing altogether, overnight shipping, ship to alternate address, and/or other special instructions.
- Submission of this form to LaserMark does not initiate a card record to be issued from your eligibility system. Triggering the ID card record to be sent to LaserMark which corresponds to this request must be done within your organization, after your request is activated. If no corresponding data is received while the request is active, your requested special fulfillment cannot be applied.
- A fee will be billed to upon activation of this request regardless of whether or not matching data is later received. Please note that requests for multiple cards (for which the top three sections of the form apply in common) may be submitted as a single request. In this case only a single request fee applies.
- An automated email will be sent to you when your request has been activated. Please wait until you receive this notification before triggering the ID card record from your eligibility system. This will ensure that your request is active when the data of interest arrives. *If the data is received at LaserMark prior to activation of the request, the card will be sent as normal and your request will have no effect.*
- Automated email notifications will be sent daily, indicating the number of records found that match your criteria, until the request is no longer active. Your email notifications will indicate a request number which you should reference in any inquiries to LaserMark regarding your request.
- Contact LaserMark at (651) 675-1200 if you need help with this form, have any questions about these requests, need to set up some unusual fulfillment option for a request, or need your request to be cancelled.

Please prepare your request carefully. LaserMark cannot be responsible for fulfillment of incomplete or inaccurate requests.



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ID Card Special Request Form

REQUESTOR INFORMATION (required)

Today's Date: ___/___/___ Name: _____
Email Address: _____ Phone: _____

ELIGIBILITY SYSTEM & BILLING INFORMATION

Requesting Company/Organization: _____ (required)
Billing ID (invoice category): _____ (optional)

REQUEST SPECIFICS

Request Active Dates (required)

Start Date: ___/___/___ End Date: ___/___/___

(Request will be applied to all matching data received during the inclusive date range specified above)

Minimum Number of Records (not required if request is to be applied only once)

_____ Request will become inactive when at least this many matching records are found, or end date is reached (whichever occurs first)

Request Action (select any that apply)

- Do Not Print (no card(s) will be made, matching data will be reported as "Not printed at client request")
- Fedex: (Circle one:) Priority Standard Ground
(Circle any that apply:) Residential Delivery Weekend Delivery Signature Required
(NOTE: Overnight delivery not available for P.O. Box addresses)
- Alternate Address (*do not specify if address in data is to be used*)

Name: _____
ATTN: _____
Address: _____
City: _____ State: ___ Zip: _____

Additional Fulfillment Instructions (optional)

(examples: Fax for approval before shipping, special insert (by arrangement), hold for later ship date, etc.)
Please be as specific as you can (if follow up is required, your request may be delayed)

REQUEST CRITERIA (Choose one of the following options)

- Apply to Specific Member Number(s): (indicate individual member's ID number *as it would appear on the card*)

_____ Name _____ # _____ Name _____
_____ Name _____ # _____ Name _____

(attach list – if needed)

- Apply to Group of Members Requests may be applied to groups of members based on any of the key setup fields you supply (specific to your implementation with us). Call (651) 675-1200 for details if needed.

(ex: Group: 99999) _____
