



PennCard By Mail Request Form

Replacement PennCards for eligible members of the Penn Community may be obtained through U.S. mail by following the instructions on this form. **There is a fee of \$25.00 for a lost or stolen PennCard.**

Please Print or Type

Last Name	First Name	Middle Initial
University ID Number	Date of Birth	University Department or Affiliate

1. Please indicate the option that applies to you:

I am renewing my current PennCard. (No Cost)

Lost or stolen PennCard:

- I have enclosed a check or money order for \$25.00 payable to *Trustees of the University of Pennsylvania*.
- Please deduct the \$25.00 fee from my PennCash Account. (Only available to PennCard holders who have a sufficient PennCash balance.)
- Please bill the \$25.00 fee to my Student Financial Account. (Only available to current students who have an active SFS bursar account.)
- I would like to pay using my credit card. (Please call the PennCard Center at 215-898-2646 for this option.)

2. Make a photocopy of a piece of Photo ID (driver’s license, passport, state ID card, etc.) Take this photocopy and your original Photo ID to a Notary Public. Present your Photo ID and sign your full name on the photocopy in the presence of the Notary. **The Notary must sign and emboss the photocopy.**

3. Send this form, with the notarized photocopy, and your preferred method of payment, to The PennCard Center at 3451 Walnut St., Philadelphia, PA 19104.

Mailing address for your replacement PennCard:

Your active PennCard will be mailed to the above address via registered return receipt. If you wish to waive this option, please sign below. If you choose to waive registered return receipt, PennCard is not responsible for non-delivered, non-received, or mishandled cards via US Mail.

I waive the registered receipt mailing

Please contact the PennCard Center at 215-417-CARD if you prefer an alternate shipping method, such as overnight delivery. Additional charges may apply.

PennCard may change the above procedures, prices, or information without notice. Issuance or non-issuance of PennCards described in this request form remains under the control and discretion of the PennCard Center and in adherence with policies and guidelines of the University of Pennsylvania.

The PennCard Center
150 Franklin Building 3451 Walnut Street
Philadelphia, PA 19104-6205