

# Alumni ID Card Application Form

If you are a Wilmington University alumnus seeking to obtain an Alumni ID Card, please follow the steps below carefully:

## Step 1: Complete the Alumni ID Card Application Form

- Fill out the Alumni ID Card Application Form completely.
- Submit the completed form via email to [idbadges@wilmu.edu](mailto:idbadges@wilmu.edu).

**Important:** Incomplete forms will delay processing.

## Step 2: Complete the Background Check

Wilmington University requires alumni applicants to complete a background check through Verified Credentials (QualifiedFirst).

- **Cost:** The service costs approximately \$66.00. Applicants are responsible for the initial payment.
- **Reimbursement:** Approved applicants (ALUMNI ONLY) will be reimbursed for the background check cost after the process is completed.
- **How to Complete:**
  1. Visit the QualifiedFirst link: <http://scholar.verifiedcredentials.com/wilmu>.
  2. Enter the code **HJWFG-48334** (located above the "GET STARTED" button on the right side of the page).

**For Assistance:** If you have questions about the background check, contact Verified Credentials at:

- **Phone:** 800-938-6090
- **Email:** [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com)

## Step 3: Application Review Process

Once the completed Alumni ID Card Application Form and background check results are received:

- Your application will be reviewed by the WU ID Committee.
- You will be notified of your application status within 30 days of receiving all required information.

## Additional Support

Questions about the Alumni ID Card Application Form, email [idbadges@wilmu.edu](mailto:idbadges@wilmu.edu).

Name		SSN#	
Address			
Phone #		Email	

**Have you ever been convicted of a felony? If more than one, please list in order with the most recent first.**

Charge (Arrested)	
Charge (Plea)	
Date of Arrest	
Explanation of Circumstances	
City & State of Arrest	

**Have you ever been convicted of a crime involving weapons, drugs, domestic violence, or hate crimes? If more than one, please list in order with the most recent first.**

Charge (Arrested)	
Charge (Plea)	
Date of Arrest	
Explanation of Circumstances	
City & State of Arrest	

**Are you currently on probation?**    Yes                  No

Contact information for probation officer(s) (past or present)	
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