



Authorization for Release of Photograph

Welcome to Centenary University!

As a newly hired employee of Centenary University, please stop by Student Life (Seay Building, 1st Floor) to obtain a Centenary University identification badge (ID badge). The Centenary University ID badge includes a photograph of you which is taken by the Student Life Department. As an employee, you will be expected to have your Centenary University ID badge with you at all times when conducting any business on behalf of the University.

In order to introduce you to your colleagues, the Human Resources Department may issue an email announcement about you to the employees, and we would like to include a copy of your photograph in the email announcement. The information in the email will include your name, title, department, and photograph. If you are in agreement that the University may release your photograph in this announcement, please check the appropriate box below, sign this form, and return it to the Human Resources Department. Please understand that inclusion of your photograph in the email announcement is NOT a condition of your employment. Should you prefer not to have your photograph included in the email announcement, please check the appropriate box below, sign this form, and return it to the Human Resources Department.

I understand and voluntarily **AGREE** to have my Centenary University photograph issued in an email announcement to introduce me as a new employee of the University and release the University from all liability relating to same.

I understand and voluntarily **DECLINE** to have my Centenary University photograph included in an email announcement to introduce me as a new employee of the University.

Printed Name

Signature

Date

Note: If you are under 18 years of age, do not complete this form.