How to Request a Spouse/Domestic Partner Card

1. The UF employee or student will need to login to [myBSD portal](#) and click the "Spouse/Partner Card Request."
2. Select either spouse or domestic partner – this selection determines what documentation needs to be submitted.
3. Fill in biographical data about the spouse/partner.
4. Select delivery method – pick up at either ID card office (main office or HSC) is free. Shipping incurs cost of $6.50.
5. Select payment method – credit card payments only, can be paid online or in person
6. Upload required documentation – any non-English documents will need to include notarized translation in English.
   a. Spouse:
      i. Government- issued ID of the spouse (passport, driver's license) and
      ii. marriage certificate
   b. Domestic Partner:
      i. Government- issued ID of the domestic partner (passport, driver's license) and
      ii. Documentation demonstrating shared residency and joint financial obligations – two of the following pieces of documentation required:
         1. Driver's licenses showing the same address for both parties
         2. Joint renter's or homeowner's policy
         3. Joint mortgage or lease
         4. Joint bills
         5. Visa with partner and requestor's name
         6. Other
7. Upload spouse/domestic partner's photo following the guidelines.
8. Before submitting request, preview the card to verify the displayed information.
9. Once submitted, the ID card request will need to be approved by the **GATOR**ONE office. This should take 2-3 business days.
10. You will receive an email once the card request has been approved. The email will contain directions on the next steps depending on your delivery and payment method.