

## **Instructions to Obtain a Photo ID (For new Affiliate or Volunteer only)**

### **On-Line Submission for New Photo Identification Card (BruinCard) Instructions:**

1. Ensure from your host department that they have provided you a UID number.
2. Go to [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu)
3. Click on "APPLY FOR CARD" on the left menu.
4. Enter your UCLA Logon. If you do not have one, you can create a UCLA Logon by clicking on "Get a Login ID" and follow the instructions.
5. Once signed in, follow the instructions:
  - a. Read the BruinCard Terms and conditions and click "I accept", then "Proceed"
  - b. Upload a digital photo, following the instructions for format and appearance. See Next Page for Picture requirements.
  - c. Edit the photo as directed and then hit submit.
6. A confirmation email will be sent upon receipt. Once the photo is approved by BruinCard, a follow-up email will be sent with instruction to direct you to pick up your photo ID. Check with your sponsoring department if they will pick up your badge or you are to pick up yourself .
7. If your department directs you to pick up your badge, please bring your signed photo ID application (except volunteers) and an official identification, in one of the following three forms: **Driver license/state ID, Passport, Military ID** to the photo ID office at CHS B8-155 Monday through Thursday 8:30-11:30 am or 1:00 to 4:00 pm or Friday from 8:30 to 11:30 am or at Santa Monica in Suite 600 1260 15<sup>th</sup> Street from Monday through Friday 8:15 am to 12:15 pm or by appointment.

### **In Person Submission for New Photo Identification Card (BruinCard) Instructions:**

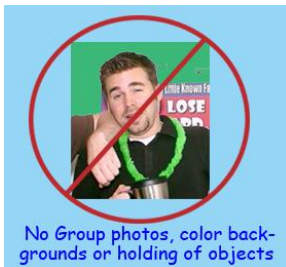
1. Please bring your signed photo ID application and an official identification, in one of the following three forms: **Driver license/state ID, Passport, Military ID** to the photo ID office at CHS B8-155 Monday through Thursday 8:30-11:30 am or 1:00 to 4:00 pm or Friday from 8:30 to 11:30 am or at Santa Monica in Suite 600 1260 15<sup>th</sup> Street from Monday through Friday 8:15 am to 12:15 pm or by appointment.
2. Your photo will be taken and your ID will be printed and available at this time. Some departments may have the ID delivered to them and provide it to you at a later date.

## On-Line Photo Submission Requirements:

- SMILE! We want you to be happy with your photo.
- Choose a current, photo of yourself (no graduation gown, no costumes, no other people or pets).
- Must be in color with a white background.
- You must be looking straight at the camera. No side shots or profile.
- No hats, sunglasses, bandanas, jewelry, scarves, or garments of any sort that obstruct the view of your face (unless for religious purposes).
- No red eyes, shadows, glare on glasses, or making goofy faces.
- Image must be at most 5MB and in .jpg format.
- Crop your photo as shown below:



### Examples of bad photos:



The BruinCard Center reserves the right to refuse any photos that do not meet the above requirements. Photo submissions are manually reviewed and can take up to five (5) business days to be processed. If your photo cannot be used, we can take your photo at a BruinCard Center or you can resubmit another one that meets the above criteria.