

Sponsoring Department Procedure for Guest/Affiliate Photo ID Process

The proper procedure is for the sponsoring department to request a guest BruinCard online by completing the Affiliate/Guest Request Form available at www.bruincard.ucla.edu (click on Form on the left menu then “Affiliate/Guest Request Form”).

Here is a screen shot of the top of the form:

The screenshot shows a web browser window titled "BruinCard Affiliate/Guest Request Form - Windows Internet Explorer". The address bar shows the URL: <https://secure.bruincard.ucla.edu/bw/secure/bruincardwebforms/AffiliateForm.aspx>. The browser's Favorites bar contains several "Suggested Sites (15)". The main content area features the UCLA BruinCard logo and a navigation menu on the left with options like "Home", "Ask BruinCard", "BruinCard Merchants", "Become A Merchant", "Gift Certificates", "Apply For Card", "Update PIN", "Contact Us", "Logout", "Make Deposit", "Suspend Card", "My Account", "Forms", and "Follow BruinCard On:". The main form is titled "BruinCard Affiliate/Guest Request Form" and is divided into three sections: "Contact Information", "Department Head", and "Affiliate Information".

Contact Information:

- * Department:
- * Contact Name:
- * Email Address:
- * Phone # or Extn:

Department Head:

- * Department Head:
- * Email Address:

Affiliate Information:

Affiliate: 1

- * Please check one: New Card Renewal/Extension * BruinCard ID:
- * Type of Affiliation:
- * Type of Card: [Help](#)
- * Name: * Date of Birth: (mm/dd/yyyy)
- * Sex: Male Female
- * Email Address: * Phone #: (xxx-xxx-xxxx)
- * Address:
- * Dates of visit: to (mm/dd/yyyy)
(3 months minimum)
- * Describe the nature of the visitor's affiliation with UCLA:
- * Describe the affiliate's intended use of the BruinCard:

Admin Fee FAU

Please complete all fields including the following:

Contact Information (the requestor should fill in their information)

Department Head (Department Chair, CAO, Director's information)

Affiliate Information (Please complete fully with information of guest/affiliate)

- Select “New Card”
- Type of Affiliate - make selection based on type of guest
- Type of Card – Choose “Healthcare Badge” for all UCLA Health System, DGSOM, Semel, SOPH, SOD, and SON.

- Complete Name, Date of Birth, Sex, email address, home address, dates of visit (eligible for badge if on-site for 4 weeks or longer)
- Complete brief nature of affiliation and intended use (could include visiting student, vendor, contractor, volunteer, etc. with intended use to include need for photo identification to patients/visitors, building access, etc.)
- Click on the “Add Another” to add multiple guests/affiliates for a single requestor/sponsoring department at one time.

Admin Fee FAU (will begin for Health Sciences on July 1, 2013)

- The cost to produce a BruinCard for non-UCLA student, staff, and faculty is \$7.50 per card. Please provide the appropriate financial account unit for processing.
- Check the box confirming the FAU is valid.

The process will generate an auto-confirmation upon receipt of the form and notify the department the UID assigned and when the guest can submit a photo on line or come take a photo and pick up the card/badge (at this point, the guest record is in the BruinCard system already).