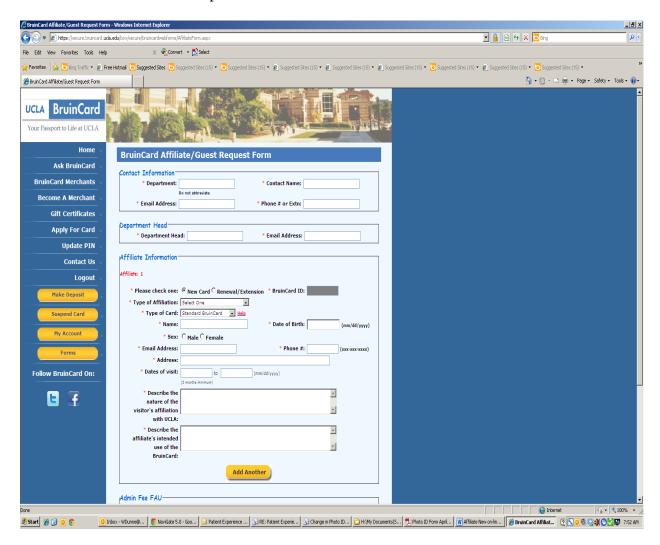# Sponsoring Department Procedure for Guest/Affiliate Photo ID Process

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:

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 intened use (could include visiting student, vendor, contractor, voluteer, etc. with intended use to include need for photo identifaction 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).