

UCLA Health System Photo ID Application Form Instruction Page

This application must be completed in its entirety and signed by an authorized department personnel coordinator. Type or print all information.

If you have any questions about completing this form call the photo ID office at (310) 825-3258 for further instructions. The photo ID office is located in the Center for Health Sciences (CHS) at 10833 Le Conte Ave Los Angeles CA 90095 on the B-Level of the Semel Institute/NPI building – Room B8-153.

- **Note:** Employees must be in the EDB system for a minimum of 24 hours before an ID badge can be generated.

Applicant Notice

What you need to obtain a UCLA Health System ID badge:

1. This form with all applicable areas completed and signed by an authorized approving agent from your department.
2. Affiliate Supplement completed for non-university employees requiring ID badge.
3. Valid form of picture identification i.e. driver's license, passport, military ID, etc.
4. Applicable fees paid – only for lost/stolen or damaged card.

- **Important:** For renewals, changes in title, or damaged cards – the old ID badge/BruinCard must be surrendered before a new ID badge will be issued.

Lost/Stolen and Damaged Processing Directions:

1. Take this form to Medical Center Main Cashier's Office (Reagan), pay applicable fees, and retain the "UCLA Medical Center Cash Receipt" as proof of payment.
2. Bring this form and the Cash receipt to the Photo ID Office (CHS) to obtain a new ID.
3. Bring a valid picture ID i.e. driver's license, passport, etc. If the ID card has been damaged you must bring the damaged card.

- **Note:** Lost/Stolen and Damaged fees must be paid to the Medical Center Main Cashier's Office before a new ID badge will be generated.

For Cashier's use only

Security Account:	263427	Fund:	63000
BruinCard Account:	266338	Fund:	66338
		Project Code:	HS9600

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DIRECTIONS: Must be completed by Department.

I. Badge Face Design (mark one):

- Medical Center / Resnick Neuropsychiatric Hospital Semel Institute School of Nursing
 David Geffen School of Medicine School of Dentistry School of Public Health

II. Reason for ID badge:

- New Employee Re-hire Dept. Transfer Change in Title/Name
 Damaged (\$6.25 fee) Lost/Stolen (\$22 fee)

III. Appointment Type (Please Type or Print): Faculty Staff Student Affiliate

Employee Name

University 9-digit ID No.

Title

Department

Professional License/Degree (i.e. MD, DDS, PhD, etc.)

Physician Privileges (e.g. credentialed at WW, SM, NPH)

IV. Border Color/Visual Designator (mark one):

- Red (Administrator, Department Head, Physician, Professor)
 Yellow (Day Shift Employee – No Weekends)
 Blue (Nurse, Student, Rotating Shift Employees – Evening/Night Shift and/or Weekends)

V. Access Privileges:

Does employee require ID badge access into CHS after hours or weekends? Yes No

If yes, please provide justification: _____

Does employee require ID badge proximity key card access for Reagan? Yes No

If yes, please provide access profile(s):

Note: All employees receive a default basic access profile that includes hallways, stairwells & elevators.

- | | |
|--|---|
| <input type="checkbox"/> Blood lift | <input type="checkbox"/> Clinical & support staff (e.g. ICUs) |
| <input type="checkbox"/> Infant security | <input type="checkbox"/> Medication rooms |
| <input type="checkbox"/> On-call rooms | <input type="checkbox"/> OR locker rooms |
| <input type="checkbox"/> Soiled rooms | <input type="checkbox"/> Heliport |

Other (please specify): _____

