

## PHOTO ID APPLICATION FORM

I. BADGE TYPE			
	David Geffen School of Medicine		Semel Institute
	UCLA Health System		School of Dentistry
	UCLA Health System (Pink)		School of Nursing
	Women's and Children's Health		School of Public Health
II. PURPOSE			
	New Employee		Affiliate
	Re-Hire		Upgrade to Prox Access Card
	Department Transfer		Damaged (\$7.50)
	Change in Title/Name		Lost/Stolen (\$23.50)
III. APPLICANT INFORMATION			
<b>Last Name</b>		<b>First Name</b>	
<b>Title</b>		<b>Department</b>	
<b>Professional License/Degree</b>	<b>Faculty, Staff, Student, Affiliate</b>	<b>MI</b>	<b>ID Number</b>
<b>IV. DESIGNATION</b>			
Red (Administrator, Department Head, Physician, Professor)			
Blue (Nurse, Student, Rotating Shift Employees – Evening/Night Shift and/or Weekends)			
Yellow (Day Shift Employee – No Weekends)			
V. PROX ACCESS CARD			
The UCLA Health System and David Geffen SOM Photo ID Badges are available with an internal proximity access reader for those required to enter secure areas at the Medical Centers.			
<b>Yes</b> , applicant will require and is authorized proximity access to:			
Ronald Reagan	Resnick Neuropsychiatric Hospital	Santa Monica	
<b>No</b> proximity access required.			
VI. CHS ACCESS (Outside of normal business hours and/or weekends. Provide justification below.)			
VII. APPROVED BY:			
I certify that I am an authorized signer for the above named department.			
I certify that I have completed all areas on page one of this form before releasing form to applicant.			
<b>Printed Name</b>		<b>Signature</b>	
<b>Date</b>		<b>Telephone</b>	

**NOTICE TO ALL APPLICANTS, PLEASE READ!**

1. Driver's License (US Only), Passport, or Military ID is required. **Any expired documents presented will not be accepted as a valid form of identification.**
2. The Photo ID Office **does not accept payment** for lost/stolen and damaged ID badges. Replacement fees must be paid for **PRIOR** to a badge being issued.
  - Westwood: Main Cashier, 1<sup>st</sup> floor next to Gift Shop, Ronald Reagan UCLA Medical Center.
  - Santa Monica: Main Cashiers, A-411 MNP, 1<sup>st</sup> floor, UCLA Medical Center, Santa Monica.
3. New hires must be in the Employee Data Base (EDB) System for a minimum of 24 hours before an ID badge can be issued.
4. Only one ID badge per person. Previously issued badges (including Bruin Cards) must be surrendered in order to release a new badge.
5. This application must be completely filled out – incomplete applications will not be accepted.
6. Form must be printed on one page – 2-sided – **NO STAPLES.**

**VIII. APPLICANT AGREEMENT AND COMPLIANCE - REQUIRED**

The cardholder agrees to abide by all rules, regulations, policies and procedures specified by the University and the BruinCard Center. Future changes in terms and conditions regulating the use of this Card will apply to all Cards in circulation and will supersede the terms and conditions in effect at the time the Card was acquired. I have read and accept the BruinCard Terms and Conditions. Furthermore, I agree to the disclosure terms as listed above.

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>ID Number</b>
<b>Signature</b>			<b>Date</b>

**IX. AFFILIATES ONLY - SUPPLEMENTAL INFORMATION**

<b>Street Address</b>		<b>Telephone</b>	
<b>City</b>		<b>DOB</b>	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>State</b>	<b>Zip Code</b>	<b>Sex</b>	

<b>Westwood Photo ID Office:</b>		<b>Santa Monica Photo ID Office:</b>	
10833 LeConte Ave. Room B8-153 (B-Level, Semel Institute/NPI Bldg.) (310) 825-3258	Monday – Thursday 8:30 a.m. – 11:30 a.m. 1:00 p.m. – 4:00 p.m. Friday 8:30 a.m. – 11:30 a.m.	1260 15 <sup>th</sup> Street 6 <sup>th</sup> floor, Suite 600 (424) 259-9109	Monday – Thursday 8:30 a.m. – 11:30 a.m. 1:00 p.m. – 4:00 p.m. Friday 8:30 a.m. – 11:30 a.m.

<b>For Cashier Use Only</b>			
RRUCLA Security Account:	263427	Fund: 63000	
BruinCard Account:	266338	Fund: 66338	Project Code: HS9600
SMUCLA Security Account:	263611	Fund: 63200	