

**Key Points:**

- 1) The Photo Identification Badge is to be worn at all times while the employee, student, affiliate, or physician is on UCLA Health System property.
- 2) All Photo Identification Badges issued by Security Services are the property of the UCLA Health System.
- 3) Department Heads and Supervisors must enforce the Photo Identification Policy.
- 4) Temporary Identification and Vendor Badges are issued by Security Services.
- 5) Temporary employees affiliated with the Health System for 30 days or longer should obtain a standard Photo Identification Badge.

**What Staff Need to Know and Do:**

- 1) They are required to wear their updated Photo Identification Badge on the upper 1/3 of their body at all times.
- 2) The Photo Identification Badge must be worn in a manner that the name, title, professional license/degree, photo, and department can be easily read.
- 3) The Photo Identification Badge must be free of any stickers, pins, or appliques that obscure the required photo and information.
- 4) Puncturing an ID badge with a decorative pin will damage the proximity feature. The staff member will be responsible for replacement costs.
- 5) Hanging a parking prox card with the Photo Identification Badge will interfere with the proximity feature and deny access to your work area.

**Photo Identification Application Form:**

- The Photo Identification Application Form must be **printed two-sided on one sheet of paper. NO STAPLES**
- Photo Identification Applications with signature copies will not be accepted.
- The Photo Identification Application Form must be filled out by the authorizer.
- Application must be filled out in blue or black ink
- Affiliate applications must have an end date no greater than one year from date of request.

**BruinCard Terms and Conditions:**

- A copy of the BruinCard Terms and Conditions is available at the Photo Identification Office and at: [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu)

**Proximity Access:**

- Westwood: [proxcardaccess@mednet.ucla.edu](mailto:proxcardaccess@mednet.ucla.edu)
- Santa Monica: [smproxcardaccess@mednet.ucla.edu](mailto:smproxcardaccess@mednet.ucla.edu)

**Access to CHS Buildings:**

- For after hours access to CHS Buildings, email: [jfried@mednet.ucla.edu](mailto:jfried@mednet.ucla.edu). Provide ID number and justification.

**Photo Identification Office:**

- Westwood: CHS, Room B8-153, (310) 825-3258 Supervisor: Derrick Quarker
- Santa Monica: Pavilion, Room 1435, (310) 319-4883 Manager: Jorge Ramirez