

**The UCLA Medical Center Security Department
Photo ID, Fingerprinting, and Lost & Found Program Information**

Location: **B8-153 NPI** Mailcode: **175919** Phone: **(310) 825-3258**

NO APPOINTMENTS NECESSARY

PHOTO ID INFORMATION (310) 825-3258

- **The Medical Center requires employees to obtain a photo ID badge within one week of employment. Employees will not have patient contact without displaying a valid Medical Center photo ID badge.**
- **Photo IDs are prepared on a first-come, first-serve basis. No appointment necessary.**
- **The photo ID process takes approximately 10 minutes. Does not include line wait time.**
- **Employees must be in the Employee Data Base (EDB) system for a minimum of 24 hours before an ID can be generated.**
- **For photo ID card swipe building access to the Medical Plazas call Medical Plaza Administration at (310) 206-4373 and for the Wilshire Center call (310) 794-0671.**
- **To be designated as an authorized approving agent for a department, contact the Photo ID office at ext. 53258 for details.**
- **If you have any questions about completing the Photo ID Application Form or the photo ID process please call (310) 825-3258 for further instruction.**

To receive a new Photo ID badge

- (1) Obtain a UCLA Medical Center Photo ID Application Form from the department of origin.
- (2) Complete all applicable areas. The form must be signed by an authorized approving agent from the requesting department whose signature is on file in the Photo ID office and the applicant.
- (3) Bring the Photo ID Application Form and a valid form of picture identification (i.e. driver's license, passport, military ID, etc.) to the Photo ID office to have the new badge generated.

To replace a lost and/or stolen Photo ID badge

- (1) Obtain a UCLA Medical Center Photo ID Application Form from the department of origin.
- (2) Complete all applicable areas. The form must be signed by an authorized approving agent from the requesting department whose signature is on file in the Photo ID office and the applicant.
- (3) Take the Photo ID Application Form to the Medical Center's Main Cashiers Office, pay applicable fees (currently \$20.00), and retain the "UCLA Medical Center Cash Receipt" as proof of payment.
- (4) Bring the Photo ID Application Form, the Medical Center Cash Receipt and a valid form of picture identification (i.e. driver's license, passport, military ID, etc.) to the Photo ID office to have the new badge generated.

To update information on a Photo ID badge

- (1) Obtain a UCLA Medical Center Photo ID Application Form from the department of origin.
- (2) Complete applicable areas with new information. The form must be signed by an authorized approving agent from the requesting department whose signature is on file in the Photo ID office and the applicant.
- (3) Bring the Photo ID Application Form and the old photo ID, to the Photo ID office to have the information updated and a new badge generated.

To replace a damaged Photo ID badge

- (1) Obtain a UCLA Medical Center Photo ID Application Form from the department of origin.
- (2) Complete all applicable areas. The form must be signed by an authorized approving agent from the requesting department whose signature is on file in the Photo ID office and the applicant.
- (3) Take the Photo ID Application Form to the Medical Center's Main Cashiers Office, pay applicable fees (currently \$6.00), and retain the "UCLA Medical Center Cash Receipt" as proof of payment.
- (4) Bring the Photo ID Application Form, the Medical Center Cash Receipt, and the damaged photo ID badge to the Photo ID office to have the new badge generated.

To renew a Photo ID badge

- (1) Medical Center photo ID badges are only renewable if they are no longer serviceable because of normal wear and tear e.g. the picture is worn and no longer discernable, the magnetic stripe is non-operable, etc.
- (2) Bring the old photo ID badge to the Photo ID office for replacement.

FINGERPRINTING INFORMATION (310) 825-3258

- **Fingerprints are taken on a first-come, first-serve basis. No appointment necessary.**
- **The fingerprint process takes approximately 10 minutes. Does not included line wait time.**
- **The UCLA Medical Center fingerprinting program is for Medical Center employment fingerprinting only.**

To have fingerprints taken

- (1) Bring a valid driver's license, state ID, or passport to the photo ID office. No other forms of identification will be accepted for fingerprinting.

LOST & FOUND INFORMATION (310) 825-6638

- **The UCLA Medical Center Security Department maintains the main lost & found for the Center for Health Sciences (CHS) and the Medical Plaza 200 and 300 buildings.**
- **Lost items are kept on site for a period of 90 days and then transferred to the main campus lost & found maintained by the University of California Police Department (UCPD) phone number (310) 825-1227.**
- **It is not necessary to wait in line for help with the lost & found; please speak directly to a Photo ID Program Associate for assistance. Retrieval of lost items is handled during normal business hours but with prior arrangement off-hour pick-up can be accommodated.**

Program Hours

	<u>MORNING HOURS</u>	<u>AFTERNOON HOURS</u>
Monday thru Thursday	8:30 am - 11:30 am	1:00 p.m. - 4:00 p.m.
Friday	8:30 am - 11:30 am	<u>CLOSED</u>