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 appliqués 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

Proximity Access:

- Westwood: proxcardaccess@mednet.ucla.edu
- Santa Monica: smproxcardaccess@mednet.ucla.edu

Access to CHS Buildings:

- For after hours access to CHS Buildings, email: 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

04/2011