UCLA PHOTO ID APPLICATION FORM INSTRUCTIONS

I. BADGE TYPE
Please select the type of badge. (Employee’s primary work unit)

II. PURPOSE
Please select the purpose for the employee – i.e. New Employee, Re-Hire, etc. Please ensure that any selection that indicates a monetary value (Damaged/Stolen) requires the employee to show proof of payment from the Cashier’s Office, along with the ID application.

III. APPLICANT INFORMATION
Please use the employee’s LEGAL name, (same as driver’s license or passport). No nicknames will be used on the photo ID’s, and fill out the other fields as they apply.

ID#: UC Employees or students ID number. Affiliates leave blank.

Title: Official job classification

Dept: Name of Department as specified on the Signature Authorization Form.

Professional License/Degree: Healthcare workers only.

Faculty, Staff, Student, Affiliate:

Affiliate end date: This cannot be greater than one year and will end at termination of contract of service.

IV. DESIGNATION
Please indicate the color that will be used around the staff member’s photo.
   RED – Administrator, Department Head, Physician, Professor
   BLUE – Nurse, Student, Rotating Shift Employee – Evening/Nights and/or weekends
   YELLOW – Day shift Employee – No Weekends

V. PROX ACCESS CARD
Please indicate if “prox access” to RRUCLA, RNPH, and/or Santa Monica is required. If no prox access is required, please check the box that says “NO proximity access required.”

VI. CHS ACCESS
If access to CHS is required outside of normal business hours and/or on weekends, please provide justification. This is only for non School of Medicine employees or students.

VII. APPROVED BY:
This area is to be signed by the AUTHORIZED SIGNER ONLY. The authorized signer is the person who filled out the AUTHORIZED SIGNATURE FORM – applications signed by personnel not listed in our database will not be accepted.

VIII. APPLICANT AGREEMENT AND COMPLIANCE – REQUIRED
By signing the photo ID form all applicants agree to the Bruin Card Terms and Conditions as well as the information listed on the form.
ID number = UC ID for students or employees
Name – LEGAL name (no nicknames)

IX. AFFILIATES ONLY – SUPPLEMENTAL INFORMATION
This information applies only to UCLA affiliates.

Address: current residence/telephone,
Date of Birth,
Sex (check Male/Female)