

UK Chandler Hospital Security Identification Application and Record

1. Name-Print the applicant's name (First, Last Middle Initial):		2. Preferred Name (Print first name; excludes nicknames):		3. Date of Birth-(Required):	
4. UK SAP Person ID Number (Required):		5. Credentials (Limit 2; only if required):		6. (5) Digit Dept. Code (Required)	
7. Date-(ID was made):		8. Employee job title, resident or student (Print exactly how it will appear on ID Badge):			
9. Departmental Name (Print exactly how it will appear on ID Badge):				10. Applicant's Signature:	
11. Authorization (Print Name and initial, must be on file):		12. IO digit SAP Account # unless applicant pays:			
13. Access Levels (Print access level – Must be inter-department access only):		14. Badge Type (Must be preauthorized by dept. head for anything except regular ID) <input type="checkbox"/> Regular ID Badge Type <input type="checkbox"/> Mother Baby (Yellow) <input type="checkbox"/> Children's Hospital <input type="checkbox"/> Contractor <input type="checkbox"/> Pharmaceutical Vendor			
<i>I agree to return my ID badge prior to leaving my current position or status to the ID Badge Office. I agree to pay all replacement/lost fees & notify the Security Office if the ID is lost/stolen X .</i>					
<u>DO NOT COMPLETE THIS SECTION; SECURITY PERSONNEL ONLY:</u>					
<input type="checkbox"/> New ID <input type="checkbox"/> Replacement <input type="checkbox"/> Lost <input type="checkbox"/> Paid ID # _____ ID Made by: _____					

CUT ALONG THE DOTTED LINE BEFORE YOU HAVE YOUR ID MADE

MAKE 2 COPIES. TAKE THE ORIGINAL AND ONE COPY TO THE SECURITY OFFICE TO HAVE YOUR ID BADGE MADE. EACH DEPARTMENT SHOULD RETAIN A COPY IN THEIR AREA FOR BILLING PURPOSES.

ID Badge Application Instructions

A completed badge application must be submitted to the Security office by each individual when having their badge made. The information provided will assist with the completion of the application. Each applicant must have a government issued ID to verify their identity prior to having their ID badge made.

1. Name – Print the applicants name (first, last and middle initial).
2. Preferred Name - Print the preferred name. You can only have a preferred first name. Nicknames are not allowed.
3. Date of Birth - Fill in the applicant's birthday.
4. UK SAP Person ID Number -Fill in the person's UK ID number.
5. Credentials - Fill in this box only if the applicant has a credential requirement for their job. You can have up to two.
6. Department Code - Enter the department code, this line must be filled out.
7. Date - Enter the date the ID badge is made.
8. Employee job title or resident/student - Print the applicant's job title for hospital employees. If the applicant is working in a different area (i.e.: College of Medicine, College of Dentistry).
9. Departmental Name - Print the applicant's departmental name; exactly as it will appear on the badge.
10. Applicants Signature - This is where the applicant signs his/her name.
11. Authorizing Signature - There are only six individuals from each department authorized to sign off on access and ID badge applications.
12. 10 Digit SAP Account Number - Enter the account number to be billed. Print paid if the applicant is going to pay the ID badge fee.
13. Access Levels- Print the access level. This section can only be filled out if the access requested is inter-department. An access form or email must be sent to the ID badge person; if access is needed to other departmental areas.
14. Badge Type- This section can only be checked by person signing for authorizing signature. Mother/Baby and Children's Hospital ID Badge can only be approved by the individuals who are pre-approved to grant access and sign for these areas.
15. Security Staff complete this section- The security personnel will complete this section at the time the ID badge is made.
16. Please initial on this line agreeing to the statement written. All ID badges must be returned to the Security Office on persons last day. Individuals will be charged a lost fee if their ID badge is not returned.