

The UCSB Access ID Card Application for Department Use

UCen Access Card/Information Desk

(805) 893-2464

Open: Monday through Friday

Fall – Spring: 10 a.m. to 4 p.m.

Summer: 10 a.m. to 2 p.m.

Door Access will be needed

The UCSB Access ID Card application is for departments to use for new employees or guests who do not already have a UCSB identification card or key card. In addition, if your department is paying for a new UCSB Access ID Card for a student who doesn't already have an Access or key card, use this application. If the department is not paying for the student's Access Card and the student doesn't already have an Access or key card, send the student to the UCen to purchase one; no application is needed. The Access Card is a multipurpose card that has the capability to be used for 1) identification, 2) opening authorized keyless locks, 3) recording work time in KRONOS, 4) checking-out University Library books, 5) purchasing meals, and/or 6) using as a debit card on campus.

The information collected on this application is for the purpose of creating this card for these services. Valid identification is required at the time of the card's creation to verify identity.

To be completed by the department purchasing the UCSB Access ID Card

Name of department to be recharged: _____

Account code and number to be recharged: _____

Name and mail code to whom UCen should send the financial recharge journal: _____

Department's authorized signatory (print name & sign): _____

Date: _____

Emergency Responder access to campus (**requires approval of the department chair and the associate vice chancellor, Administrative Services**)

Justification for emergency access: _____

Department Chair – (print name & sign): _____

Date: _____

Associate Vice Chancellor – (print name & sign): _____ Date: _____

To be completed by the applicant (type or print legibly):

Last name: _____ First name: _____ Middle Initial: _____

Employee: UCSB employee ID number (9 digits, starting with 8) _____

Post Doctoral Academic Staff

Other: Government issued identification number _____ Type: Driver's License, Passport, Other _____

Contractor/Vendor Guest

Student: Perm number _____

Undergraduate Graduate

Name of UCSB department affiliation (e.g. department major, employment, contract, guest of) _____

The issued card is the property of the University and must be returned to the department access controller (DAC) upon demand or when affiliation with UCSB ends. Report the loss or theft of the card immediately to your DAC and the University Police. Your signature below asserts your identification information is correct and acknowledges your responsibility to safeguard the card.

Applicant Signature: _____ Date: _____

Administrator Use Only: Card Number: _____ **Issue Date:** _____

R7/2012

