## UCen Access Card/Information Desk (805) 893-2464 The UCSB Access ID Card Application for Department Use Open: Monday through Friday Fall – Spring: 10 a.m. to 4 p.m. Door Access will be needed Summer: 10 a.m. to 2 p.m. 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): \_\_\_\_\_\_ 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): \_\_\_\_\_\_ Associate Vice Chancellor – (print name & sign): \_\_\_\_\_\_ Date: \_\_\_\_\_ To be completed by the applicant (type or print legibly): Last name: \_\_\_\_\_ Middle Initial: \_\_\_ Employee: UCSB employee ID number (9 digits, starting with 8) Academic Staff Post Doctoral Government issued identification number \_\_\_\_\_\_ Type: Driver's License, Passport, Other \_\_\_\_\_ Other: Contractor/Vendor Guest Student: Perm number \_\_\_\_\_

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: \_\_\_\_\_

R7/2012

Administrator Use Only: Card Number: \_\_\_\_\_\_\_ Issue Date: \_\_\_\_\_

Undergraduate Graduate

## Optional – For Department Access Controller (DAC) Use Only

## **Department Access Authorization Record**

Department Access Controllers (DAC authorized access levels. Retention:	•	•	m/system to documer	it approvals and re	cord
Application Type: New	Update / Addition	Replacement	Temporary		
Last, First, MI:			Acce	ss Card #: <u>*</u>	
Enter UCSB employee number (9 digi	its, starting with 8) or State	ID, Passport or stu	udent perm number: _		
Affiliation: Undergraduate [	Graduate Post-D	oc 🗌 Acaden	nic Staff	Guest	
Applicant's Department / Institute /	Company:				_
Applicant's E-mail Address:			Expected Departure Date:		
Terms of Use: Facility use is for busing of the University and must be return as practical.  I hereby certify that the above infor Applicant Signature and Date	ned upon demand. Loss or mation is true and correct	theft of the card n	nust be reported to th		
Upon approval, access will be author	rized to the following buildi	ngs or rooms:			
Campus Infrastructure Responded I verify that any/all required safety training applicant. I hereby approve the access respondents.	ng related to the facilities adm equested. ( <i>Signature from dep</i>	partment responsibl	e for the space requeste	d.)	ne
Department Authorization Signat Department Access Controller Sig					

DAAR 7/2012

Issue Date:\_\_\_\_\_ Card Expiration:\_\_\_\_ Access Expiration: \_\_\_\_\_