I. PURPOSE

To define the steps for the coordination, distribution, and record maintenance for the University Identification (ID) Card program.

II. SCOPE

This procedure applies to the following types of ID cards:

- Employee ID cards
  - Faculty ID cards
  - Staff ID cards
- Student ID cards
- Trustee ID cards
- General ID cards
  - Family ID cards
  - Volunteer ID cards (staff, faculty, affiliates)

This procedure includes information on validation, replacement, and collection of expired ID cards.

III. ADMINISTRATIVE RESPONSIBILITIES

The ID Center has overall responsibility for the administration and implementation of the University ID card program.

The ID Card Center is responsible for:

1. Producing and distributing all University ID cards
2. Coordinating the production and distribution of ID cards with the appropriate unit throughout the University
3. Maintaining the ID card data base and associated records

Academic Departments/Administrative Offices are responsible for:

1. Providing pertinent data on faculty, staff, students, trustees, family members, and other affiliates of the University to the ID Center, necessary for the production of ID cards
2. Assisting with the distribution of ID cards, as needed
3. Collecting ID cards upon termination of University association, as needed
4. Coordinating with the ID Card Center special forms of identification used within the unit
5. Returning lost, stolen, or confiscated ID cards to the ID Center
6. Checking for proper validation for the ID cards prior to providing services
7. Confiscating misused cards
8. Informing the ID Card Center of all cards not collected and returned

The Regional Campuses are responsible for distributing ID cards in accordance with the procedures established by the ID Card Center, including determination of the department providing the distribution.

Sponsors are responsible for collecting ID cards from participants at the time of termination of University association and for returning the cards to the ID Center. Sponsors assume all financial responsibility for expenses incurred by participants through misuse of the ID card.

IV. DEFINITIONS

**Faculty ID Card:** A type of ID card issued to University faculty members and retired or emeritus faculty. Verification is made through Faculty Records.

**Family ID Card:** A type of general ID card issued to spouses and dependent children (Grade 9 through age 25) of regular faculty and staff with employee types 01, 02, 03, 04, 05, 19, and 29; who are eligible to receive either a Faculty or Staff ID card. Verification is made through Faculty Records or Human Resources.

**General ID Card:** A type of ID card issued to volunteer staff, faculty, and affiliates of the University.

**Identification Number:** Unique fifteen-character number assigned to an individual which provides the primary key for machine-readable services.

**Senior Officer:** An officer of the University with the title of Chancellor, Provost, or Senior Vice Chancellor.

**Sponsor:** A campus, school, department, program, or individual responsible for the verification of affiliation which results in the issuance of an ID card.

**Staff ID Card:** A type of ID card issued to regular employees when employment is not contingent upon student status. Verification is made through Human Resources.

**Student:** An individual who is registered and paid or who is a participant in a program that contractually establishes student status.

**Student ID Card:** A type of ID card issued to an individual who is (1) enrolled in a University program for which tuition is charged, and who is not restricted by a student service hold; or, (2) granted student status as part of a contractual agreement between the University and an external agency.

**Trustee ID Card:** A type of ID card issued to a University of Pittsburgh Trustee.

V. PROCEDURE

**Issuing the ID Card**

**Applicant**
1. Present request for ID card and appropriate identification to the ID Card Center.

**ID Card Center**
2. Verify that the applicant has no Student Service Hold restricting the issuance of any University ID card, in accordance with Policy 09-04-09, Student Service Holds.
3. Verify University association through the ID data base at the time the card is requested.
a. Individuals who are not on the ID database because of their University affiliation will be referred to the appropriate office for verification.

Sponsor 4. Complete FORM 0015, University ID Card Application (Exhibit A), as instructed by the Form Instruction Guide attached.

5. Submit completed FORM 0015 to the ID Center prior to the issuance of ID cards.

ID Card Center 6. Issue the appropriate ID card.

Replacement of ID Cards

ID Card Center 1. Replace ID cards as follows:

For replacement due to changes in name:

a. Reissue the ID card upon verification of a change.

For lost, stolen, or damaged cards:

b. Replace and assess a $20.00 fee.

Campus, School, Department Program, or Sponsor 2. Return the recovered cards to the ID Card Center.

3. Notify the ID Card Center by memorandum of all cards that were not returned.

Confiscation of ID Cards

Campus, School, Department Program, or Sponsor 1. Confiscate the ID card under the following circumstances:

a. When presented by other than the individual to whom it was issued

b. When the ID card is inactive

c. When it is determined that the ID card is being used improperly

VI. EXHIBITS

Exhibit A - FORM 0015, University ID Card Application
FORM 0015 Form Instruction Guide

Exhibit B - Offices Authorized to Approve ID Card Applications

VII. REFERENCE

Policy 07-10-01, University Identification Cards