

UCSF FRESNO HUMAN RESOURCES BADGE REQUEST FORM

Pins, insignia or logos must not be placed on the surface of any proxy badge as it will deactivate them.

First Badge Replacement Badge

Please print your name exactly as it should appear on badge.

FIRST NAME

LAST NAME

WORKING TITLE

DEPARTMENT/PROGRAM NAME

CREDENTIALS: DDS DMD DO MD OTHER _____

BADGE TYPE: Faculty Fellow Medical Student Staff Temporary

Resident Visiting Resident/Fellow – Rotation Dates: _____

Volunteer OTHER _____

YOUR SIGNATURE: _____

DATE: _____

Badge Replacement Fee

The fee for a Replacement Badge is **\$25.00**.

- The fee is charged each time you receive a replacement badge (except when a badge is de-magnetized).
- Cash or Checks will be accepted. Please make check payable to "UCSF Regents".

Lost or Stolen Badges

Please report **lost** or **stolen** badges to the HR office immediately at 499-6421 to keep them from being used by unauthorized individuals.

Return Policy

UCSF Fresno Badges are the property of the University and should be returned to HR upon separation of employment.

Special Approval

HR must obtain special approval from Dr. Voris to issue a UCSF Fresno badge or allow UCSF Fresno Center access to anyone other than Core Faculty, Medical Students, Residents/Fellows, Staff and Volunteers. **Please state your special circumstance below:**

Signature of Approval: _____

Joan Voris, MD, Associate Dean

Forward completed forms to UCSF Fresno HR or fax to (559) 499-6448

FOR HUMAN RESOURCES USE ONLY

Badge Replacement fee paid: Cash Check Badge broken/de-magnetized, no fee collected.

New Proxy Badge # _____ Old Proxy Badge # _____ CRMC Medical Staff ID # _____