

UCSF FRESNO HUMAN RESOURCES PROXY 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 NAME

CREDENTIALS: MD DO RN OTHER _____

BADGE TYPE: Clinical Fellow Core Faculty Medical Student Personnel Temporary
 Post Doc Scholar Resident 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 499-6521 to keep them from being used by unauthorized individuals.

Return Policy

UCSF Fresno Proxy Badges are the property of the University and should be returned to Human Resources 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, Personnel, Post Doctoral Scholars, and Volunteers**.

Signature of Approval: _____
Joan Voris, MD, Associate Dean

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

FOR HUMAN RESOURCES USE ONLY

Badge Replacement fee paid: Cash Check

Badge de-magnetized, no fee collected

Comments _____

New Proxy Badge # _____

Old Proxy Badge # _____

CRMC Medical Staff ID # _____