

Policies & Procedures (<https://www.rochester.edu/policies>)

[Explore by Topic](https://www.rochester.edu/policies/policy-archive/)(<https://www.rochester.edu/policies/policy-archive/>)

[About / Contact](https://www.rochester.edu/policies/about/)(<https://www.rochester.edu/policies/about/>)

[HOME \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/\)](https://www.rochester.edu/policies/)

[POLICIES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/\)](https://www.rochester.edu/policies/all/)

[GENERAL ADMINISTRATION \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=156\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=156)

IDENTIFICATION CARDS

POLICY

Identification Cards

LAST

REVISED

ON [Print](https://www.rochester.edu/policies/policy/identification-cards/?pdf=1) [Download PDF](https://www.rochester.edu/policies/policy/identification-cards/?pdf=1)(<https://www.rochester.edu/policies/policy/identification-cards/?pdf=1>) [Email](mailto:?subject=Identification%20Cards&body=)(<mailto:?subject=Identification Cards&body=>

DECEMBER

2024

This policy applies to: All faculty, staff, residents, students, retirees, alumni, and hospital volunteers.

Table of Contents

I. POLICY

II. GUIDELINES

A. ACCESS TO UNIVERSITY PREMISES:

B. OFFICIAL IDENTIFICATION:

C. MEDICAL CENTER:

III. PROCEDURES

A. ISSUANCE:

B. REPLACEMENT:

C. TERMINATION OF EMPLOYMENT OR UNIVERSITY RELATIONSHIP:

D. ID OFFICE LOCATIONS:

I. Policy

The University issues a photo-identification (ID) card to faculty, residents, staff, students, volunteers, retirees, alumni and other designated individuals who have access to the University.

ABOUT THIS POLICY

Policy Number

371

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Gretchen Baumer

Contact Information

gretchen_baumer@urmc.rochester.edu (mailto:gretchen_baumer@urmc.rochester.edu)

ADDITIONAL RESOURCES

myURHR Training

Materials

(<https://www.rochester.edu/human-resources/professional-success/myurhr/training/>)

RELATED POLICIES

Employee Name Change

(<https://www.rochester.edu/policies/policy/employee-name-change/>)

Demonstrations, Vigils, and Peaceful Protests

BOUNDLESS POSSIBILITY

Explore our 2030 Strategic Plan

(<https://www.rochester.edu>)



**See maps and directions
Rochester, NY 14627**



Accessibility (<https://www.rochester.edu/accessibility.html>)

Nondiscrimination (<https://www.rochester.edu/eoc/nondiscrimination-statement/>)

Privacy (<https://www.rochester.edu/privacy/>)

Copyright (<https://www.rochester.edu/copyright.html>)

Emergency Information (<https://www.rochester.edu/emergency/>)

© University of Rochester 1996-2024

`<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-TT7PP8Z" height="0" width="0" style="display: none; visibility: hidden" ></iframe >`