**Non-CU Anschutz personnel Access Control Badge Application Instructions**

**Applicant Data**

* If the applicant is under 18 years of age, please check the minor check box at the beginning of the application.
* Must provide first and last name on the application.
	+ These names **must match the photo identification** presented to the Security Badging Office and these names will need to be the same within the applicable payroll system if they are employees of CU Anschutz, CU Denver, University of Colorado Medicine, University of Colorado Systems, or University of Colorado Health.
* List as much of the contact information as possible for the applicant including phone numbers.
* The applicant’s job title.
* List their start date (MM/DD/YYYY) in the Badge Start Date field. If there is no information, the badge will be effective on the date it was processed.

**Employment Data**

* Non-CU Anschutz personnel:
1. Check the appropriate box to indicate if the applicant will be doing contractual work for the department or are a vendor.
	1. If checked yes, indicate who will pay the payment of the processing fee of $18.00 within the body of the email.
		1. If by department speedtype, list the speedtype in the email.
		2. If the applicant will be paying, please let us know in the body of the email. We accept check, Visa or Master Card.
2. List the name of the Organization/Institution or Company the applicant is coming from.
	1. If applicant is a volunteer and not associated with any other institutions, put INDEPENDENTLY AFFILIATED in this box.
	2. If this applicant is a student from another CU Campus (non-AMC) or School (i.e. Boulder, Colorado Springs) please enter the name in this field.
3. List your CU Anschutz Department and Division
	1. For Example
		1. University Police – Security Badging Office
4. Please check the corresponding box to indicate if the applicant is within HRMS (HCM) as a POI.
5. Check the corresponding box, to indicate if the applicant is an employee of the listed options and will be working at CU Anschutz.
6. If any of the check boxes 4 or 5 have been checked yes, please input the correct employee or student ID number.
7. Input the last four numbers of the Social Security Number. If the person does not have a SSN, then put the last four alphanumeric digits of their Passport.
8. Use four numerical digits to indicate month and day of birth (July 25th = 07/25 aka MM/DD)
9. Indicate the badge expiration date (MM/DD/YYYY). If this field is blank, the expiration date will automatically be the maximum amount of time.
	1. Applicants that are contractors or minors receive a badge with an expiration date up to one year.
	2. Applicants that are visiting personnel or affiliates receive a badge with an expiration date up to two years.

**Special Situations**

* Minors
	+ Once we have received notification of the applicant being a minor, under 18 years of age, we will send the Minor email. Please contact University Risk Management and Environmental Health & Safety to complete the necessary forms and training. Once we have received authorization from both URM & EHS, we will be able to process the application.

**Clearances**

* If clearance(s) are needed, please check the Yes box in Section III and list the clearance name(s) within the body of the email.

**Completed Badge Applications**

Badge applications are emailed or faxed by the University Badge Approver, (for contractors your University Project Manager), to the Security Badging Office at security.badgeoffice@ucdenver.edu or fax to 303-724-1352 and make sure the Badge Approver sign the form.

When the application is processed, Security Badging Office personnel will notify all personnel included in the application request email and the email address of the applicant.

To ensure accuracy of the applicant’s information, the applicant will have 30 days to receive a badge. If the applicant does not come within 30 days, a new badge application may need to be completed.