**Minors**

Policy

The Security Badging Office (SBO) considers persons who are below 18 years of age. Minors have additional procedures before being able to receive any type of CU Anschutz Access Control/Identification Badge from the SBO. These policies and procedures are in accordance with the Environmental Health & Safety (EH&S), University Risk Management (URM), and the NIH Policy Manual section 3015 policies. As such, there is a checkbox and age field for minors on our Badge Application to notify SBO personnel that the person obtaining a badge is a minor.

Minors wishing to obtain any type of CU Anschutz Access Control/Identification Badge must first be cleared/approved by URM in writing, in addition to the approved badge application. Also if lab access is requested, EH&S must submit their authorization prior to processing of the request lab access.

Badges for Minors: Minors aged 16 – 17 are able to receive a CU Anschutz Access Control Badge programmed for access; whereas, minors who are 15 years of age and younger can only obtain a CU Anschutz Escort-Only ID Badge. This badge is a plastic card (PVC) that is incapable of access.

Access for Minors: Per the URM, EH&S, and NIH policies, only minors 16 - 17 years of age are authorized to have clearances assigned to their badge. They cannot obtain 24 hours/7 days a week clearances. They are only authorized for “Day” time clearances, generally Monday – Friday business hours excluding University Holidays. For access to laboratories, EH&S must send a written authorization in addition to the Clearance Approver’s authorization before minors can be granted laboratory clearances.

Minors 15 years of age and younger are not permitted to have any type of clearance assigned to their badge; thus, they receive a CU Anschutz Minor ID Badge printed on a plastic card (PVC) that is incapable of access.

Accepted ID’s to obtain a CU Anschutz Access Control Badge: Minors must provide a state or a federal issued photo identification in order to obtain a CU Anschutz Access Control/Identification Badge. However, if they do not have state or federal issued photo identification, they can present a student photo ID card from their current school. SBO personnel will then contact the school/institution to confirm that they are a currently enrolled student.

Reauthorization of URM & EH&S Authorization: URM & EH&S reauthorization is needed whenever the badge need to be renewed or an Escort-Only badge need to be replaced with an Access Control Badge that can be programmed for access when the minor turns 16 years.

Canned Email

Hello,

Since the badge application you submitted is for a minor (someone under the age of 18), there are additional steps that need to be completed prior to an Access Control Badge being issued.

Per our policies in conjunction with the Environmental Health & Safety and University Risk Management, along with the NIH Policy Manual section 3015, the following will take place depending on the age of the minor.

* 16 and 17 years of age:

They will only receive **day-time** access to requested areas within buildings and/or labs.

* + The SBO will need authorization from University Risk Management prior to issuing a badge.
	+ In addition, if the minor needs lab access, the SBO will need authorization from Environmental Health & Safety (EH&S) before we can grant the access.
* 15 years of age or younger:

They will only receive an Escort Only Access Control Identification Card and will not receive any access to buildings or labs.

* + The SBO will need authorization from University Risk Management prior to issuing an UCD ID card.

For more information regarding who to contact, see below:

The first contact should be University Risk Management at urmucddirs@cu.edu, who will supply the required consent forms. Once Risk Management receives the completed forms, they will send the Security Badge Office a confirmation with their approval to issue a badge.

In addition, any approved minors who will need lab access has to complete tests/exams offered by Environmental Health and Safety. For the required exams, please contact EHS.Training@ucdenver.edu or call 303-724-0345. Once the exams have been completed satisfactorily, EH&S will send us a confirmation with their approval to issue a badge.

Once our office receives the necessary authorizations to issue badge from University Risk Management we will be able to process the application and we will email you and the minor, if an email address was supplied, when the badge is ready. If laboratory access is requested, we will be able to add the requested clearance once we have received the authorization from Environmental Health & Safety.

**Please note if we do not receive all necessary documentation for the minor to receive an Access Control Badge within 30 days of receipt, all documents previously received for this minor will be deleted and new documents will need to be resubmitted.**

Thank you,