**CU Anschutz paid 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.
* 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**

* CU Anschutz Employees:
	+ Applicant’s employment data is within our access control system (CCure). This system is updated daily with information listed within our employee information system (Passport) that gathers information from the Human Resources system (Human Capital Management aka HCM).
	+ Includes permanent and temporary employees, as well as student employees.
	+ POIs (Persons of Interest) are not included within this section, as our system (Passport) does not download this information from Human Capital Management.
	+ CU Anschutz employees will receive a badge that will expire in 10 years for staff/faculty/executives or 5 years for Post-Doctoral Fellows (the maximum amount of time allowed). If the person needs a badge less than the maximum amount allowed, please indicate the expiration date within the body of the email.

**Special Situations**

* Applicants who are employees who are awaiting their Social Security Numbers:
	+ Complete the application as for a normal CU Anschutz employee. Within the body of the email, please tell us that this applicant is an employee waiting for their SSN and provide the last four alphanumeric characters of their passport number and their month and day of birth. We will process the application as normal; however, when the badge is printed the expiration date is electronically changed for 90 days to give the employee time to obtain their SSN.
	+ Once the SSN is issued, please make the necessary changes within HCM and notify our office once the HCM change has occurred. We will then contact OIT to have them make the necessary update within Passport and then change the expiration date to the printed expiration date of 4 years.
* 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 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.