

**UMMS/UMMCEMPLOYEE**

**SECURITY ID APPLICATION**

*Picture ID is required of all applicants.*

Date: Badge #:

**Badge Type:**  New  Change  Replacement  Lost  Stolen  Damaged

**EMPLOYEE SECTION: *Employee to complete all areas within this box***

Last Name: Given Name: Preferred Name: MI:

Credentials: Social Security No:

Home Address:

Street City State Zip

Contact #: Date of Birth:

MM/DD/YY

According to the ***Annotated Code of Maryland – Health – General § 19-308.4***, ***Security ID badges are to be worn conspicuously displayed at all times, in the upper chest area, by employees and other personnel granted access, while in the Medical System Buildings***. Be advised that unauthorized use of UMMC Security ID Badges may result in disciplinary action or revocation of the Badge. The Security ID Badge may not be loaned, transferred, or used by other than the individual who is pictured and named on the badge. Security ID Badges are the property of UMMC and must be surrendered to UMMC upon termination, end of contract, or when requested by UMMC Management. Personnel are responsible for lost, stolen, or damaged badges. ***The replacement cost is $15*.** Divisions of UMMS, UMC, and internal publications use the ID picture for recognition purposes, we supply only the picture and the name.

**I have read, understand, and agree with this statement**

***Signature Required***

**AUTHORIZATION SECTION: *This section to be completed by the authorizing agent.***

**BADGE TYPE: (Please select ONE in each row):**

CORPORATE/UMMS EMPLOYEE

UMMC EMPLOYEE

EXECUTIVE

CLINICAL SERVICE

SUPPORT SERVICE

OTHER

Start Date: End Date: Employee #:

Title: Department:

Manager: Cost Center #:

Authorized Access (areas to which this employee will need access:

***By signing below, I attest I have verified this applicant’s personal identification as well as their professional credentials and vouch for their credibility as a representative of UMMC/UMB/UPI/STAPA.***

Authorized Signature: Authorizer’s email:

Printed Name: Authorizer’s phone:

**The Security Service Center is located in the basement of the North Hospital Building (NBE47)**

**Hours of Operation: Monday – Friday 7:00 am – 3:00 pm**

**Phone: (410) 328-1329 Email: Badge\_Office@umm.edu**

**IMPORTANT: Report lost, stolen, or missing badges immediately.**