



**INSTRUCTIONS FOR THE  
UNIVERSITY OF MICHIGAN HOSPITALS AND HEALTH CENTERS  
IDENTIFICATION CARD REQUEST & CHANGE FORM**

<b>Who must Use This Form</b>	Visitors, staff, volunteers, students (ie. Medical Students, Nursing, Pharmacy, etc), vendors, contractors, and temporary staff must present a UMHS form in order to obtain a Mcard.
<b>ID Issuance Policy</b>	If a potential card holder requests an ID and has never been issued a card previously or they are in our database without a photo that person will have to provide some form of picture identification (Driver's license, school ID, passports, etc) before an ID can be issued. See Standard Practice Guide #601.13
<b>Reason for Request</b>	<p><b>Lost or Stolen cards must be reported to Security Services 93(67890) within 24 hours.</b></p> <p><b>Stolen:</b> Cardholder must submit a report number from a police or security agency and enter the number on the form.</p> <p><b>Lost:</b> If cardholder has lost ID, there is a \$20.00 replacement fee. The sponsoring department has the option to pay the replacement fee by completing the chart-fields located on the bottom of the form need to be filled out completely and checked "YES" for department charge. Cardholder may pay individually at the University Hospitals and Health Center <i>Cashiers Office</i> located in the University Hospital Room 2B221. <b><i>You must pay in either cash or check and bring the receipt with your UMID form to the Key/ID office.</i></b></p> <p><b>Damaged:</b> If a card is damaged due to normal wear and tear, there is no charge to the cardholder. If the card is damaged due to negligence by the card holder there will be a \$20.00 charge to the cardholder.</p> <p><b>Name Change:</b> Cardholder must submit a name and address change form to Human Resources. Once the change has been entered in the University HR system, the card with the new information a card can be printed. The Key/ID will not make any name changes.</p> <p><b>Temporary staff:</b> We must know whether you were hired by U of M temporary employment office or a contracted agency (Manpower, Kelly Services etc).</p>
<b>Access Change</b>	Card Holders will receive regular department access unless otherwise noted. If a cardholder needs access to another area other than their department, this should be noted in the space provided. Please include area or reader number. If a cardholder has left the University, the form can be sent to FAX: <b>763-5016</b> or given to the Key/ID office for access to be deleted. The Key/ID office address is <b>Med Inn Building, Room C158, Box 5810.</b>
<b>Questions</b>	If there are any questions concerning the process or policies please call the Key/ID Office at (734) 76(3-6376) or email us at <a href="mailto:keyidoffice@med.umich.edu">keyidoffice@med.umich.edu</a> . Website: <a href="http://www.med.umich.edu/security/KeyID.htm">http://www.med.umich.edu/security/KeyID.htm</a>