

# University Identification Card Guidelines

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## 1. Purpose

The University of Texas at Austin issues Photo Identification (ID) Cards and related credentials to faculty, staff, students and other appropriate affiliated individuals to verify identity and to manage access to various university services and facilities. Individuals officially recognized as being affiliated with the institution are expected to maintain possession and control of their Photo Identification and related credentials at all times and to have them in their possession when on the university premises. Officials of the university may require presentation of this credential in conducting their duties for the university.

## 2. Scope

This policy applies to all individuals who use the services and facilities of The University of Texas at Austin and are affiliated with the institution. This includes but is not limited to faculty, staff, retired faculty and staff, emeritus faculty, enrolled students, and visitors who are required to show their affiliation with the institution and to identify themselves to obtain those services.

### **3. Official Identification Card**

1. The Official Identification Card of the university is known as The University of Texas at Austin ID Card. The university issues one Photo Identification Card to individuals officially recognized as being affiliated with the institution. These include:
  - Student - all students enrolled and in attendance at the university
  - Faculty / Staff - all faculty and staff members with a full- or part-time appointment, retired faculty and staff and emeritus faculty with an active appointment
  - Visitor - visiting scientists, consultants, vendors, contractors and other affiliated personnel who are authorized to be on university premises unescorted and authorized to use the services and facilities of the university under sponsorship of a department
2. The ID Card contains a photograph and electronic identification, authentication and access credentials intended to provide the university with a mechanism for identity verification, electronic validation, authentication and verification of authorized access to services. In the interest of public safety and security, no person will be issued an ID Card without a recognizable photograph or digital image.
3. Identification information collected for production of the card may be used by the university to support the safety and security of campus resources and to support the mission of the university. All uses of this information must be reviewed and approved by the Office of Legal Affairs.
4. The ID Card and associated identification, authentication, photo image and access credentials are the property of The University of Texas at Austin and as such, they can be confiscated, deactivated and invalidated upon expiration of their intended use or upon any misuse, forgery, or alteration. Faculty and Staff ID Cards must be turned in to the supervisor or Human Resource Services upon termination of employment. Visitor ID Cards must be turned in to the supervisor or other appropriate administrative contact person upon conclusion or termination of the affiliation necessitating the UTID Card.
5. Upon request of a member of The University of Texas Police Department or any officer of the university, an individual on university premises may be required to provide information and documentation to establish their identification and affiliation with the university. The ID card is an official identity document used to verify the identity of the bearer of the card.

### **4. Issuance**

1. New Faculty, Staff and students will be issued a Photo Identification Card upon appointment or enrollment at the university.
2. Other Individuals may be issued an ID Card upon proper verification of identity and sponsorship of a university department. Vice Presidents, Deans, Directors, and Department Chairs are responsible for sponsoring visiting scientists, contractors, vendors and other non-university personnel who are authorized to be on university premises or require electronic credentials to use university services.

3. No person will be issued an ID Card until the identity of the individual can be verified and the authenticity of foundation identification documents can be established. Identification documents presented must be issued by an appropriate governmental agency and contain a photographic or digital image.

## **5. Photo Identification Card Replacement**

1. Lost ID Cards: Lost ID Cards should be immediately reported to the ID Center or [deactivated online by the cardholder](#). Replacement costs are the responsibility of the individual.
2. Broken ID Cards: ID Cards must be replaced if they are broken or mutilated. The remaining pieces of the card must be returned to the ID Center. ID Cards that break or become unreadable will be replaced at no cost. The ID Center will reserve the right to apply a replacement card charge in the event the cardholder requests an inordinate number of card replacements over the course of their possession of the ID card (e.g., due to negligent care of the ID Card).
3. Status Change: ID Cards must be replaced if the relationship of a cardholder to the university changes, such as their primary affiliation or their hiring department. No fee will be charged if a replacement card is required.
4. Name Change: ID Cards must be replaced if a cardholder has a legal name change. If a faculty or staff member has a legal name change, that individual must report the change to Human Resource Services. If a student has a legal name change that individual must report the change to the Office of the Registrar, which will in turn authorize a replacement ID Card. In neither case will a replacement fee be charged.
5. Appearance Changes: The ID Card must be replaced if the university determines that an individual's appearance has changed so that the ID Card is no longer effective to verify identity. No replacement fee is charged.
6. Personal Changes: If an individual requests a new ID Card for personal reasons, the replacement costs are the responsibility of the individual.
7. If a replacement ID Card is necessary for any reason, the original card, if in the possession of the individual, must be returned to the ID Center.

## **6. Unauthorized Use of Official Identification**

1. The ID Card is not transferable. Only the person to whom the ID Card has been issued is eligible to use the ID Card. Any transfer, alteration, falsification, or forgery of an ID Card may result in appropriate disciplinary action. In addition, fraudulent or illegal use of the ID Card may result in criminal charges.
2. If a lost ID Card is found, it should be reported to The University of Texas at Austin Police Department or returned to the ID Center.
3. ID Cards shall not be defaced, modified, altered, changed, tampered with or deliberately damaged.

## **University Identification Card Guidelines**

**Document Version:** Approved

- The ID Card may only be used by the person to whom it was issued and may only be used for authorized purposes.

## **7. Authoritative Source**

The authoritative source on this policy and responsibility for its implementation rests with the Chief Information Officer.

## **8. For Assistance**

Contact the [ITS Help Desk](#) for technical support at 475-9400.

## **9. Revision History**

<b>Version</b>	<b>Date</b>	<b>New</b>	<b>Original</b>
<b>University Identification Card Guidelines</b>	3/3/2011	Converted web page to PDF	No change

## **10. Approvals**

<b>Name</b>	<b>Role</b>	<b>Members</b>	<b>Date</b>
<b>Chief Information Security Officer</b>	Approval	Cam Beasley	9/14/2004