

ID BADGES

Annex 10 / Business Services Center (4230 Bldg), Room 3037B

Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

photoid@unmc.edu

402-559-8414

<https://info.unmc.edu/safety/id-badge/index.html>

Every student enrolled at UNMC is required to obtain a student identification badge. New students may obtain their ID badges in person starting August 1st. The ID badge serves as your university identification as well as your membership card to the Center for Healthy Living and as your library card. You will need to use your ID badge to gain access to computer clusters and other secure areas.

Your first ID badge is free. You must show a valid driver's license, government issued ID, or passport in order to obtain a card. The lost badge replacement fee is \$25 to be paid with credit/debit card or Apple Pay. The Photo ID office is unable to process a payroll deduction or charge to a department cost center. The Photo ID Office is located in room 3037B at AX 10 (also known as the 4230 Building or the Business Service Center). Lost cards are deactivated and cannot be reactivated. No refunds are issued if you find your lost badge. If a lost badge is found, return the badge to the Photo ID Office. Damaged badges due to normal wear and tear and not as a result of misuse or abuse will be replaced at no charge only if the old card is returned. If your ID badge is lost or stolen, please report it via email to photoid@unmc.edu using your official UNO, UNMC, or Nebraska Medicine email account as identity verification. This will help protect you from misuse of your ID badge and associated access privileges.

ID badges are not transferable. NO ONE is allowed to use any other person's badge for any purpose. Any misuse of your ID badge will result in your dismissal from UNMC or Nebraska Medicine.

Your Student ID badge remains the property of UNMC and must be surrendered upon graduation or separation. If you do not turn in your ID badge when picking up your graduation attire, you are required to either:

- Turn it in to the UNMC Photo ID Office in the 4230 Building, room 3037B or
- Mail it to: UNMC Photo ID Card Office, 984290 Nebraska Medical Center, Omaha, NE 68198-4290

Secure Card Access on campus can be either by magnetic stripe swipe or touchless proximity card readers. It is important to care for your ID badge as punctures, cracks and/or creases can disable the card access feature of the badge. The Photo ID Office DOES NOT authorize or approve access to secured areas. You must contact the Access Control Representative at the building or department where you need access.

Student ID badges must be worn above the waist and be visible at all times while on UNMC/NM property.