

VCHRI Photo ID, Card Access and Key Request Form

NEW Photo ID Card Request for VCHRI Research Space

1. Take a picture of yourself using the "[Photo ID Self-pic Cheat Sheet](#)".
2. Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full.
3. Email the completed form and your photo to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca
4. VCHRI will process your submission and complete an on-line request to the Integrated Protection Services Photo ID Office. Your photo ID card will be processed in approximately 5 days.
5. Your photo ID card will be sent to VCHRI administration office where it will be programmed as requested based on the completion of this form (this can take up to one business day). Once programed, you will be notified via email to pick-up your card at VCHRI.

Broken Photo ID Cards – Card Returned

Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Broken, card returned** option. Bring the completed paperwork and broken card to the VCHRI administration office. If your card is returned there will be no fee to process your submission for a new photo ID card.

Broken Photo ID Cards – Card NOT Returned

A fee of \$20.00 must be paid before a replacement card will be issued. Payment can be made at the VGH cashier's office in Centennial Pavilion (receipt will be issued) or payment via credit card at 604-930-5442 (reference number will be given). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Broken, no card returned** option. Email the completed form along with a copy of your paid receipt or credit card reference number to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Lost Photo ID Cards

URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. A fee of \$20.00 must be paid before a lost card will be replaced. Payment can be made at the VGH cashier's office in Centennial Pavilion (receipt will be issued) or payment via credit card at 604-930-5442 (reference number will be given to you). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Lost Photo ID Card** option. Email the completed form along with a copy of your paid receipt or credit card reference number to the VCHRI Administration office, stating "Photo ID Request" in the subject line to research@vch.ca

Stolen Photo ID Cards

URGENT: Please contact the VCHRI administration office immediately at research@vch.ca or 604-875-4372 to deactivate your lost card. There is no charge for replacing stolen photo ID cards **if you are able to provide a police file number.**

Adding Access to Existing Photo ID Card

Complete this form, include a photocopy of the front and back of your photo ID card and submit to VCHRI.

Removing Specific Access to an Active Photo ID Card

Your supervisor must contact VCHRI to remove specific access to your card, ie room with special access / training that has expired, etc.

Key Access to VCHRI Research Space

If you have already obtained your photo ID card and are requesting keys only, complete this form, including a photocopy of the front and back of your photo ID card, and submit to VCHRI.

Process When Leaving Organization (resignation, appointment ending, etc)

Your photo ID card and keys are property of VCH and **MUST** be returned to your supervisor prior to your departure. Your supervisor **MUST** return the card and keys to VCHRI to ensure all access is removed.

Medical Animal Facility (MAF) Access to Your Card

A separate form is required for access to the Medical Animal Facility (MAF). Please contact Stephanie Smith (stephanie.smith5@vch.ca) or Miguel Pacheco (miguel.pacheco@vch.ca).

Access to Non-VCHRI Research Space

VCHRI does not process for non-research space (ie, Gordon & Leslie Diamond Health Care Centre). Contact your department supervisor if access is required.

If you have any questions pertaining to this form please contact VCHRI at research@vch.ca.

DISCLAIMER: Please be advised all individuals provided with VCHRI access will be added to the following e-distribution lists where applicable: VCHRI building list, VCH e-directory, VCHRI newsletters, VCHRI trainee list.

VCHRI Photo ID, Card Access and Key Request Form

Date: _____ **Photo ID #:** _____

Select one of the following:

- NEW Photo ID Card
 Ordering Keys
 Adding Access to Existing Photo ID
 Removing Specific Access
 Lost Card
 Stolen – Police file #: _____
 Broken, card returned
 Broken, no card returned
 Credit Card Ref #: _____

Legal Last Name (as per Gov't ID)	Legal First Name (as per Gov't ID)	Preferred First Name on ID
Work Telephone Number		Work E-mail (mandatory):
Start Date		End Date
Which Principle Investigator's (PI) Lab do you work for		Lab Name and Room Number
Primary Location of Lab (e.g, JBRC, RHHN, RP, Blusson)		Research Job Title (ie. What position do you hold?)
Category (please select one) <input type="checkbox"/> Employee (VCH) <input type="checkbox"/> Doctor (medical) <input type="checkbox"/> External Org <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor		Are you a Faculty member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, select from the following: <input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Other: _____
Are you a Trainee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must complete the following section:		Note: A Trainee is • a current student (Masters, PhD, postdoctoral fellow); and • Is supervised by a VCHRI researcher/ affiliate researcher at a VCH site
Degree Sought		Anticipated Final Year
Supervisor's Name		Supervisor's Email

IF KEYS ARE REQUIRED, list "key code" (if known) or room numbers needed below:

Keys for JBRC	Keys for RP
Keys for RHHN	Keys for JPN

Authorized Signatory (print name and sign)	VCHRI Approval (for VCHRI office use only)
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VCHRI Building Card Access Section:

JACK BELL RESEARCH CENTRE

- Chemical Waste Storage _____
Susan Moore or Norma Cooper
- Door 031 – Lentivirus Lab _____
Susan Moore
- Door 191-2 – Loading dock to JBRC
- Door 310 – Student Room
- Door 316 – Prostate Lab Supplies _____
Yulia Loktionova
- Door 417 – Equipment Room _____
Marilyn Robertson / Chris Carlsten
- Door 512 – Lentivirus Lab _____
Expiry date: _____ Susan Moore
- Perimeter - GPEC
- Perimeter - IIRC
- Perimeter - MAF
- Perimeter – MAF Externals
- Perimeter - Ovcare
- Perimeter - Prostate

RESEARCH PAVILION

- Door 100 - Mailroom, photocopier & fax
- Door 560 – MedTech Development Hub
- Front, interior, loading dock & tunnel entrance

**ROBERT H.N. HO RESEARCH CENTRE
 VANCOUVER PROSTATE CENTRE**

- 1st floor
- Affiliated Access to 2nd floor
- All staff
- Imaging Microscopy 199 & 10th Ave _____
Michael Cox
- OvCare Generic Grouping
- Perimeter Only
- Tissue Bank 195 _____
Antonio Hurtado-Coll

ROBERT H.N. HO RESEARCH CENTRE

CENTRE FOR HIP HEALTH & MOBILITY

- IDLD – RHMH CHHM – All doors
- IDEL – Perimeter (lobby), elevators & stairs 4-7
- IDX – RHNH CHHM – Common Access
- IDLDA – RHNH CHHM – All labs sub-master
- IDLDAA – RHNH CHHM – All equipment rooms
 - ID481 - microCT
 - ID576 - Biodex
 - ID577 - XtremeCT
 - ID580 - DXA
 - ID582 - pQCT
- IDLDA1 – RHNH CHHM – All exam rooms
 - ID567 – Exam room
 - ID583 – Exam room
 - ID592 – Exam room
- IDLDA6 – RHNH CHHM – All Interview Consult rooms
 - ID568 – Interview Consult
 - ID569 – Interview Consult
 - ID584 – Interview Consult
- IDXLDA4 – RHNH CHHM – CTMU & Bioeng
- IDLDA2 – RHNH CHHM – Exercise Suite
- ID473 – RHNH CHHM – File Storage (473-1 & 473-2)
- IDLDA3 – RHNH CHHM SME / Bone Health
- ID595 – RHNH CHHM - Workstation
- ID573 – RHMN CHHM - Workstation
- ID4 – RHNH CHHM – Front door, elevator & stairs to 4th floor
- ID5 – RHNH CHHM – Front door, elevator & stairs to 5th floor
- ID6 – RHNH CHHM – Front door, elevator & stairs to 6th floor
- ID7 – RHNH CHHM – Front door , elevator & stairs to 7th floor

BLUSSON SPINAL CORD CENTRE

- VCHRI IT Server room G1125 _____
Jason To / Eric Bourdon

JIMMY PATTISON PAVILION

- VGH JPN VCH Research Institute Administration Office

VCHRI OFFICE USE ONLY: JBRC, JPN, RHNH & RP - For permanent and long-term faculty, staff & students only					
	Date Completed	Initial		Date Completed	Initial
<input type="checkbox"/> Photo Received			<input type="checkbox"/> VCH e-directory		
<input type="checkbox"/> Submit on-line to photo ID			<input type="checkbox"/> VCHRI building database		
<input type="checkbox"/> Lenel card access granted			<input type="checkbox"/> Research Insider Newsletter		
<input type="checkbox"/> Keys ordered			<input type="checkbox"/> Trainee database		
<input type="checkbox"/> Outlook e-mail building lists			<input type="checkbox"/>		