

VCHRI Photo ID, Card Access and Key Request Form

NEW Photo ID Card Request for VCHRI Research Space

1. Complete the **VCHRI Photo ID, Card Access and Key Request Form** in full.
2. Go to security office located in Dr.'s Residence, 2775 Heather Street, Rm 17 to get your photo taken. Ask them to email the photo to yourself.
3. **Email the completed form and jpg photo to the VCHRI Administration office (research@vch.ca) stating in the subject line "Photo ID Request – insert the person's name here"**
4. VCHRI will process your photo ID card within 2-3 days. Incomplete applications will be processed once all information has been received.
5. VCHRI admin will notify you by email (please make sure it is legible) when your card is ready to be picked up at our office.

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 is to be made at the VGH cashier's office in the Blackmore (Centennial) Pavilion (receipt will be issued). Then complete the **VCHRI Photo ID, Card Access and Key Request Form** in full, selecting the **Broken, card not returned** option. Email the completed form along with a copy of your paid receipt 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 is to be made at the VGH cashier's office in Blackmore (Centennial) Pavilion (receipt will be issued). 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 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, selecting **Adding Access to Existing Photo ID**, photocopy of the front and back of your photo ID card and submit to VCHRI (research@vch.ca)

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 our form and indicate the room numbers and building you require access to (located near the bottom just above the signature line), including a photocopy of the front and back of your photo ID card, and submit to VCHRI (research@vch.ca)

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. Cards not returned will incur a \$20.00 fee charged to your department.

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, VCHRI newsletters, VCHRI trainee list.

VCHRI Photo ID, Card Access & Key Request Form

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

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, card not returned

Legal Last Name (as per Gov't ID)		Legal First Name (as per Gov't ID)	Preferred First Name on photo 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, RHNH, RP, Blusson)		Research Job Title (ie. What position do you hold?)	
Category (please select one) VCH Employee <input type="checkbox"/> Doctor (medical) <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	External Organization, ie, UBC, SFU, UVic, etc <input type="checkbox"/> Doctor (medical) <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	Are you a UBC 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 required:

Keys for JBRC	Keys for RP
Keys for RHNH	

Center or Dept. Approval: (print name and sign)	VCHRI Authorized Signatory: (for VCHRI office use only)
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VCHRI Research Buildings Card Access Request

JACK BELL RESEARCH CENTRE

Chemical Waste Storage _____
Susan Moore or Norma Cooper

Door 031 – Lentivirus Lab _____
Expiry date: _____ Mitali Pandey

Door 191-2 – Loading dock to JBRC

Door 310 – Student Room

Door 316 – Prostate Lab Supplies _____
Yulia Loktionova

Door 417 – Pathology Equip Rm _____
Julie Ho

Door 512 – Lentivirus Lab _____
Expiry date: _____ Mitali Pandey

Perimeter – AP Molecular Diagnostics – Office

Perimeter – AP Molecular Diagnostics – Staff

Perimeter - GPEC

Perimeter - IIRC

Perimeter - MAF

Perimeter - MAF Externals

Perimeter - Ovcare

Perimeter – Prostate

Perimeter – Prostate – 5th floor only

RESEARCH PAVILION

Door 292-1 – Dev Hub / Hatch Lab

Door 560 – Dev Hub / Hatch Lab

Front, interior, mail room, 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

GF Strong Rehab Centre

GF Strong Front Door

ROBERT H.N. HO RESEARCH CENTRE
CENTRE FOR HIP HEALTH & MOBILITY

IDLD – RHHM CHHM – All doors

IDEL – Perimeter (lobby), elevators & stairs 4-7

IDX – RHHM CHHM – Common Access

IDLDA – RHHM CHHM – All labs sub-master

IDLDAA – RHHM CHHM – All equipment rooms

ID481 - microCT

ID576 - Biodex

ID577 - XtremeCT

ID580 - DXA

ID582 - pQCT

IDLDA1 – RHHM CHHM – All exam rooms

ID567 – Exam room

ID583 – Exam room

ID592 – Exam room

IDLDA6 – RHHM CHHM – All Interview Consult rooms

ID568 – Interview Consult

ID569 – Interview Consult

ID584 – Interview Consult

IDXLDA4 – RHHM CHHM – CTMU & Bioeng

IDLDA2 – RHHM CHHM – Exercise Suite

ID473 – RHHM CHHM – File Storage (473-1 & 473-2)

IDLDA3 – RHHM CHHM SME / Bone Health

ID595 – RHHM CHHM - Workstation

ID573 – RHHM CHHM - Workstation

ID4 – RHHM CHHM – Front door, elevator & stairs to 4th floor

ID5 – RHHM CHHM – Front door, elevator & stairs to 5th floor

ID6 – RHHM CHHM – Front door, elevator & stairs to 6th floor

ID7 – RHHM CHHM – Front door, elevator & stairs to 7th floor

BLUSSON SPINAL CORD CENTRE

VCHRI IT Server room G1125 _____
Karen Donaldson

ROBERT H.N. HO RESEARCH CENTRE

VGH JBRC RHHHo - VCH Research Institute Administration

VGH JBRC RHHHo - CHES

VCHRI OFFICE USE ONLY:	Date Completed	Initial		Date Completed	Initial
<input type="checkbox"/> Photo Received			<input type="checkbox"/> VCHRI access database		
<input type="checkbox"/> Lenel card access granted			<input type="checkbox"/> VCHRI react database		
<input type="checkbox"/> Keys ordered			<input type="checkbox"/> VCHRI Trainee database		
<input type="checkbox"/> Outlook e-mail building lists			<input type="checkbox"/> Excel spreadsheet		