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.

Last Updated: Jan 17, 2019
**VCHRI Photo ID, Card Access & Key Request Form**

**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

<table>
<thead>
<tr>
<th>Legal Last Name (as per Gov’t ID)</th>
<th>Legal First Name (as per Gov’t ID)</th>
<th>Preferred First Name on photo ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Telephone Number</td>
<td>Work E-mail (mandatory):</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Which Principle Investigator’s (PI) Lab do you work for</td>
<td>Lab Name and Room Number</td>
<td></td>
</tr>
<tr>
<td>Primary Location of Lab (e.g, JBRC, RHNH, RP, Blusson)</td>
<td>Research Job Title (ie. What position do you hold?)</td>
<td></td>
</tr>
</tbody>
</table>

**Category (please select one):**

- [ ] VCH Employee
  - [ ] Doctor (medical)
  - [ ] Staff
  - [ ] Student
  - [ ] Volunteer
  - [ ] Contractor
- [ ] External Organization, ie, UBC, SFU, UVic, etc
  - [ ] Doctor (medical)
  - [ ] Staff
  - [ ] Student
  - [ ] Volunteer
  - [ ] Contractor

**Are you a UBC Faculty member?**
- [ ] Yes
- [ ] No

If yes, select from the following:
- [ ] Professor
- [ ] Assistant Professor
- [ ] Associate Professor
- [ ] Other: ________________________________

**Are you a Trainee?**
- [ ] Yes
- [ ] No

If yes, you must complete the following section:

- [ ] Degree Sought
- [ ] Anticipated Final Year
- [ ] Supervisor’s Name
- [ ] Supervisor’s Email

**Note:** A Trainee is
- a current student (Masters, PhD, postdoctoral fellow); and
- Is supervised by a VCHRI researcher/ affiliate researcher at a VCH site

**IF KEYS ARE REQUIRED, list “key code” (if known) or room numbers required:**

<table>
<thead>
<tr>
<th>Keys for JBRC</th>
<th>Keys for RP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keys for RHNH</td>
<td></td>
</tr>
</tbody>
</table>

**Center or Dept. Approval: (print name and sign)**

**VCHRI Authorized Signatory: (for VCHRI office use only)**

_Last Updated: Jan 17, 2019_
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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
  - Susan Moore or Norma Cooper
  - 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
  - Mitali Pandey
  - 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

Robert H.N. Ho Research Centre

- Centre for Hip Health & Mobility
  - IDLD – RHMH CHHM – All doors
  - IDLDA – RHMH CHHM – All labs sub-master
- IDLDAA – RHMH CHHM – All equipment rooms
  - ID481 - microCT
  - ID576 - Biodex
  - ID577 - XtremeCT
  - ID580 - DXA
  - ID582 - pQCT
- IDLDAA1 – RHMH CHHM – All exam rooms
  - ID567 – Exam room
  - ID583 – Exam room
  - ID592 – Exam room
- IDLDAA6 – RHMH CHHM – All Interview Consult rooms
  - ID568 – Interview Consult
  - ID569 – Interview Consult
  - ID584 – Interview Consult
- IDXLDA4 – RHMH CHHM – CTMU & Bioeng
- IDLDAA2 – RHMH CHHM – Exercise Suite
- ID473 – RHMH CHHM – File Storage (473-1 & 473-2)
- IDLDAA3 – RHMH CHHM SME / Bone Health
- ID595 – RHMH 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
  - Karen Donaldson

Robert H.N. Ho Research Centre

- VGH JBRC RHNHo - VCH Research Institute Administration
- VGH JBRC RHNHo - CHES

VCHRI Office Use Only

- Photo Received
- Lenel card access granted
- Keys ordered
- Outlook e-mail building lists

- VCHRI access database
- VCHRI react database
- VCHRI Trainee database
- Excel spreadsheet