

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 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 photo to the VCHRI Administration office (research@vch.ca) stating "Photo ID Request" in the subject line.
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 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 and 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, RHHN, 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 RHHN	

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 _____
Expiry date: _____ Mitali Pandey
- 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: _____ Mitali Pandey
- Perimeter - GPEC
- Perimeter - IIRC
- Perimeter - MAF
- Perimeter – MAF Externals
- Perimeter - Ovcare
- Perimeter – Prostate
- Perimeter – Prostate – 5th floor only

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 _____
Jovan Miladinovic / Eric Bourdon

ROBERT H.N. HO RESEARCH CENTRE

- VGH JBRC RHNHo - VCH Research Institute Administration
- VGH JBRC RHNHo - 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		
<input type="checkbox"/> Other			<input type="checkbox"/> Research Insider Newsletter		