

## 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 jpg photo to the VCHRI Administration office, stating "Photo ID Request" in the subject line to [research@vch.ca](mailto: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 3 weeks.
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](mailto:research@vch.ca)

### Lost Photo ID Cards

**URGENT:** Please contact the VCHRI administration office immediately at [research@vch.ca](mailto: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](mailto:research@vch.ca)

### Stolen Photo ID Cards

**URGENT:** Please contact the VCHRI administration office immediately at [research@vch.ca](mailto: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. 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](mailto:stephanie.smith5@vch.ca)) or Miguel Pacheco ([miguel.pacheco@vch.ca](mailto: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](mailto: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 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, 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, RHNH, 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 required:**

Keys for JBRC	Keys for RP
Keys for RHNH	

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 – 5<sup>th</sup> 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**

1<sup>st</sup> floor

Affiliated Access to 2<sup>nd</sup> floor

All staff

Imaging Microscopy 199 & 10<sup>th</sup> 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 4<sup>th</sup> floor

ID5 – RHNH CHHM – Front door, elevator & stairs to 5<sup>th</sup> floor

ID6 – RHNH CHHM – Front door, elevator & stairs to 6<sup>th</sup> floor

ID7 – RHNH CHHM – Front door, elevator & stairs to 7<sup>th</sup> 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

<b>VCHRI OFFICE USE ONLY:</b>	<b>Date Completed</b>	<b>Initial</b>		<b>Date Completed</b>	<b>Initial</b>
<input type="checkbox"/> Photo Received			<input type="checkbox"/> VCH e-directory		
<input type="checkbox"/> Submit on-line to photo ID			<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"/> Research Insider Newsletter		
<input type="checkbox"/> Outlook e-mail building lists			<input type="checkbox"/> Trainee database		