Employee Badge Release Policy

- Badge to be worn at eye/chest level while conducting business on all UC San Diego property.
- Do not puncture or place stickers on the badge.
- Replacement fee – Non-refundable **$35 for all lost or damaged badges.***
  ***This fee must be paid at the Cashier’s Office***
- Should there be any necessary changes needed to your badge (i.e. title, name or credential changes) have a manager or supervisor from your department email these changes to us at medsecurity@ucsd.edu, and bring in your old badge to swap out for the new badge to avoid the $35 replacement fee.
- If you need access into departments or certain doors, please have a manager or supervisor contact us at medsecurity@ucsd.edu or 619-543-3762. (This information is printed on the back of your badge).

- **Always turn in your badge to one of our 3 badging locations if you leave your job, complete your volunteering and/or have met the end of your visit.**

  **Hillcrest** *(Main Office)*
  112 West Arbor San Diego, CA 92103
  Phone 619-543-3102

  **La Jolla** *(East Campus) Jacobs Medical Center*
  9300 Campus Point Drive, Jacobs Medical Center, LL-410
  San Diego, CA 92037
  Phone 858-249-3627

  **School of Medicine** *(West Campus)*
  UCSD Campus, Biomedical Science Library Basement, B315
  San Diego, CA 92093
  Phone 858-822-7926

Thank you,

Security Services – Badging