

## 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](mailto: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](mailto: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

7/31/17