

Issuance and Use of University Identification Cards

Effective Date Tuesday, November 4, 2003

Status Final

Last Revised Wednesday, August 9, 2023

Policy Type [University](#)

Contact Office [University ID Card Office](#)

[Student Affairs](#)

Oversight Executive

Senior Vice President for Operations and State Government Relations

Vice President and Chief Student Affairs Officer

Applies To Academic Division.

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Reason for Policy

This policy establishes guidelines for the issuance and use of University of Virginia identification cards; provides clarification on who is eligible for an identification card; and addresses compliance with [Virginia Code Section 23.1-802.1](#).

Definition of Terms

Affiliated Organization Employee

Description

An individual who is an employee of one of the officially recognized University-Affiliated Organizations.

Contractor Employee

Description

An individual who is an employee of a firm that has a formal contractual relationship with the University and has been assigned to work at the University for the duration of the contract.

Special Program Participant

Description An individual who is enrolled in a special program sponsored by a University department.

University of Virginia Employee

Description

Is an individual:

- Employed with the University's academic division who is full-time or part-time and receiving employee benefits.
- Hired as a wage employee (faculty, adjunct faculty, part-time classified, post-doc, and wage) to work 1500 hours or less per year with the University's academic division and receiving no employee benefits.

University of Virginia Student

Description An individual who is enrolled in a degree program or a summer session program.

Visiting Faculty and Staff

Description

An individual working on a temporary basis at the University and not receiving compensation from the University's academic division. (Examples of visiting faculty and staff include, but are not limited to: visiting research assistants, visiting scholars and ROTC.)

Policy Statement

All ID cards are the property of the University of Virginia and are provided for appropriate use for identification and access to services. The card itself and the card's privileges are not transferable. The card is valid as long as the holder continues their specific affiliation with the University of Virginia. Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the University. The University Judiciary Committee has responsibility for adjudicating complaints alleging student misuse of a University ID card in relation to University events or services.

University of Virginia students, employees, special program participants and individuals affiliated with the University of Virginia are eligible to obtain a University ID card as described below.

Note: University of Virginia Medical Center, School of Medicine, and School of Nursing employees required to have a UVa Health System ID Badge should obtain one from the UVa Health System Technical Services Office. Medical Center employees are covered under [ACC-001: Health System Identification Badges](#).

1. **Eligibility for a University ID Card:**

University of Virginia Students will be issued an initial University ID card at no cost. For more information on privileges associated with the University ID card, see the [ID Card Office website](#).

University of Virginia Employees:

- Full-time and part-time academic division employees are eligible to be issued an initial University ID card at no cost.
- Wage employees may be issued a University ID card only with departmental or University Human Resources written authorization at no cost.

Visiting Faculty and Staff, Contractor Employees and Affiliated Organization Employees may be issued a University ID card only with departmental or University Human Resources written authorization. A fee will be charged for the card.

Special Program Participants may be issued a University ID card upon an approved written authorization and justification being submitted by the sponsoring official University department. A fee will be charged for the card.

2. **Student ID Card Requirement:**

As required by [Virginia Code Section 23.1-802.1](#), "988 Suicide and Crisis Lifeline" will be clearly printed and conspicuously labeled on one side of each student identification card. Annually, Student Affairs will review the telephone number for the 988 Suicide and Crisis Lifeline that is included on each student identification card for accuracy and confirm that it is current.

3. **Return of ID Cards:**

ID Cards issued to employees and individuals affiliated with the University of Virginia **must be returned** to the University ID Card Office upon separation. ID Cards issued to persons participating in special programs sponsored by the University **must be returned** to the University ID Card Office upon completion of the program.

4. **Lost, Damaged, or Stolen ID Cards:**

Lost, damaged, or stolen ID cards will be replaced at the University ID Card Office. A fee will be assessed for a replacement University ID card. University ID cards will also be replaced because of malfunction or a legal name change at no charge provided the old card is returned. Additional information is available on the [ID Card Office website](#).

5. **Compliance with Policy:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.

Questions about this policy should be directed to the [University ID Card Office](#) or [Student Affairs](#).

Procedures

View the [ID Card Office website](#).
[Student Ticketing](#) (Athletics)

Related Information

[SEC-037: Networks, Systems, and Facilities Access & Revocation and the Issue & Return of Tangible Personal Property](#)

[Health System Policy: Health System Identification Badges](#)

Policy Background

This policy was first implemented in April 2003 for employees, individuals, and special program participants affiliated with the University of Virginia. This version of the policy for students replaces previous policies published in the University of Virginia's Undergraduate and Graduate Records prior to April 2003.

Major Category [Human Resource Management](#)

Next Scheduled Review Sunday, August 9, 2026

Revision History

Added Section 2 8/9/23; Added Compliance section 7/20/21; Updated definition 5/15/19; Updated 5/25/18; 5/28/09; 2/14/08; 1/2/08; 5/31/06, 8/31/05.

Approved By Executive Vice President and Chief Operating Officer

Approved Date Tuesday, November 4, 2003