

## The UCSB Access ID Card Application for Campus Departments

**UCSB ACCESS ID**  
email: [ucen-access@ucsb.edu](mailto:ucen-access@ucsb.edu)  
website: [accessid.ucsb.edu](http://accessid.ucsb.edu)

**Campus door access is added by the DAC for each area.**

[Building Access Control](#) | [UC Santa Barbara Information Technology](#)

This UCSB Access ID Card application is for departments to use for employees or guests who need a UCSB identification card.

**The cost of the card is \$30.00**, which will be charged to your department. In addition, if your department is paying for a new UCSB Access ID Card for a student who doesn't already have an Access, use this application. The Access Card is a multipurpose card that has the capability to be used for 1) identification, 2) opening authorized key less locks, 3) recording work time in KRONOS, 4) checking-out University Library books, 5) purchasing meal plans, and/or 6) using as a debit card on campus.

*The information collected on this application is for the purpose of creating this card for these services. Valid identification is required at the time of the card's creation to verify identity.*

### **To be completed by the department purchasing the UCSB Access ID Card:**

Name of department to be recharged:

**CCOA String to be recharged:**

Entity(4) Fund(5) FRU(7) Account(6) Purpose(2) Program(3) Project(7) Activity(6) Commitment(5)

Department's authorized signatory – Print Name:

Signature:

Date:

### **To be completed by the applicant (type or print legibly):**

Last name:

First name:

Middle Initial:

Employee: UCSB Employee ID number (8 digits, starting with 1)

Academic

Staff

Guest: Government issued identification number:

Type: Driver's License, Passport, Other

Visitor

UCSB NetID:

Start and End Date (REQUIRED)

Student: Perm number

Undergraduate

Graduate

***The issued card is the property of the University and must be returned to the department access controller (DAC) upon demand or when affiliation with UCSB ends. Report the loss or theft of the card immediately to your DAC and the University Police. Your signature below asserts your identification information is correct and acknowledges your responsibility to safeguard the card.***

Applicant Signature:

Date: