



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	SEC-2013	Policy Title:	University Identification Card Policy
Effective:	11/04/2024	Responsible Office:	One Card Services
Date Approved:	11/04/2024	Approval:	EVP and Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Director, Campus Business Services

SCOPE:

This policy applies to all members of the University of Richmond community who are active students, faculty or staff, or have an active University ID card for other purposes.

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POLICY STATEMENT:

SEC-2013.1 – Definitions

A **disguise** is a means of intentionally altering one’s appearance in a way that conceals or obscures one’s identity. Methods of disguise include, but are not limited to, unusual makeup, paint, head or hair coverings, sunglasses or false facial hair.

Eligible University community members – members of the University community who are eligible to receive an official identification card include active students, active faculty and staff employees, University Trustees, employee spouses, and employee dependents between 12 and 26 years of age.

SEC-2013 – University Identification Card Policy

SEC-2013.2 – Policy

The University of Richmond issues an official identification card to eligible University community members to verify their identity and manage their access to University services and facilities. The University's official identification card includes a photograph and may be issued once the eligible University community member has received an official University identification number and established a netID and password (or in the case of employee spouses and dependents, the employee has established a netID and password and completed all dependent verification).

The University ID card will be issued to eligible University community members upon presentation of an official document authenticating their identity. Acceptable documents include a valid state-issued driver's license or state identification card; an official, unexpired passport; or military identification. Photographs for the University identification card may be taken on-site in the One Card office or submitted online.

All photographs must conform to the One Card office guidelines to ensure that the photograph provides adequate identification. Photographs taken of subjects in disguise or that distort, alter, or obscure the individual's appearance will not be accepted. University identification card photographs will be stored in the University's system of record and used for business purposes, including display in Workday and the online directory.

Identification photographs are considered valid for eight years from the date of issuance, at which point a new photograph should be taken by or submitted to the One Card office.

Members of the University community should carry their University of Richmond identification card at all times to ensure access into authorized buildings and spaces when locked. The University of Richmond identification card should be in good working order. If the card is damaged or lost, the employee should come to the One Card Services office during business hours for a free replacement.

Before an employee separates from the University, they are responsible for returning their University of Richmond ID card to their supervisor.

RELATED POLICIES:

SEC-2005 Electronic Card Access Policy

POLICY BACKGROUND:

This policy was reviewed by President's Cabinet prior to approval on 11/04//2024

POLICY CONTACTS:

Director, Campus Business Services

Manager, One Card Services