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Official University Identification Card

UA-13



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About This Policy

Effective Date:

05-08-2017

Date of Last Review/Update:

01-11-2018

Responsible University Office:

Office of the Executive VP for University Academic Affairs
VP and Chief Financial Officer

Responsible University Administrator:

Vice President & Chief Financial Officer
Executive Vice President for University Academic Affairs
Vice President for Information Technology

Policy Contact:

University Crimson Card Office
crimsoncard@iu.edu

Policy Feedback:

If you have comments or questions about this policy, let us know with the policy feedback form [</contact/index.html>](/contact/index.html) .

Print or view a PDF of this policy

Many policies are quite lengthy. Please check the page count before deciding whether to print.

Scope

This policy applies to employees, students and others associated with Indiana University who may be required to validate their relationship with the University.

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Policy Statement

Indiana University (“University”) issues Photo Identification Cards (“Official University Identification Card”) to employees, students, and others associated with Indiana University to verify their identity and manage their access to University services and facilities.

The ID card will be used to verify the identity of the bearer of the card in University facilities when such identification is needed to be present at those facilities or on University grounds.

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Reason for Policy

To affirm the Official University Identification Card as the official identification for employees, students, and others associated with Indiana University, as well as to provide clarity on how the Official University Identification Card is issued, replaced, used, and managed.

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Procedures

Official University Identification Card

1. The University recognizes the Official University Identification Card as official identification for use of University services, facilities, and other purposes described in this policy.
2. A cardholder may only possess one Official University Identification Card.
3. Individuals in the following categories are eligible for issuance of an Official University Identification Card:
 - a. Students who are enrolled and in attendance at the University and students attending an officially sanctioned orientation program at the University expected to result in enrollment.
 - b. Employees who are appointed full, part-time and temporary to the University and retired employees or emeritus faculty as defined by the University.
 - c. Others associated with Indiana University who are sponsored by a University department and authorized to use University services and facilities for a specified period of time or to perform

work on behalf of the University.

- d. Employees and students not physically located on an IU campus will follow special procedures to obtain an Official University Identification Card.
4. Identification information collected for production of the Official University Identification Card may be used by the University to support the safety and security of campus resources and support the mission of the University. Release of this information is governed by Management of Institutional Data Policy (DM-01) </policies/dm-01-management-institutional-data/index.html> and may require approval by the appropriate data steward or data manager.

Issuance of the Official University Identification Card

1. New employees and students will be eligible for an Official University Identification Card upon hire or enrollment at the University or as part of a sanctioned orientation program.
2. Others associated with Indiana University may be issued an Official University Identification Card with proper verification of identity and sponsorship by a full-time employee from a University department. Individuals receiving this departmentally paid sponsorship will be issued an Official University Identification Card in order to access University services and facilities or to perform work on behalf of the University.
3. Identification documents must be presented in-person before an Official University Identification Card will be issued. Documentation must be issued from an appropriate governmental agency and include a facial photographic image. If an individual does not have valid Identification, the Official University Identification Card Office will follow special procedures to provide an Official University Identification Card.
4. Similar to federal passport requirements, individuals are not permitted to wear any type of face covering, including veils, masks, or sunglasses, that cover any part of the face during the photographing for an Official University Identification Card. Head coverings are allowed if dictated by sincerely held religious traditions, customs, or beliefs, and if said coverings do not obscure the face.

Intended Use of the Official University Identification Card

1. The cardholder is responsible for the care and safekeeping of the Official University Identification Card.
2. The Official University Identification Card is intended for use as an electronic identification, validation, and authentication credential for authorized access to services and facilities. The Official University Identification Card is the property of the University and will be deactivated and/or invalidated by the University upon expiration of its intended use.
3. The Official University Identification Card may also have funds associated with cardholder account(s). The cardholder must comply with all related regulations, safeguards, terms and

conditions for use of these funds.

4. The Official University Identification Card may be used to verify the identity of the bearer of the card while on University grounds.

Loss of the Official University Identification Card Eligibility

The cardholder loses eligibility to use the Official University Identification Card when they no longer qualify as a member of a category listed above. Upon loss of eligibility, the Official University Identification Card must be surrendered either to the Official University Identification Card Office, an employee's supervisor or Human Resources or upon request by an institutional representative.

Official University Identification Card Replacement

1. Lost or Stolen Official University Identification Card: In the event an Official University Identification Card is lost or stolen, the Official University Identification Card Office must be notified immediately or the cardholder must deactivate the Official University Identification Card online.
2. The University assumes no responsibility for misuse of an Official University Identification Card. For charges to cardholder accounts where the Official University Identification Card is lost or stolen, refer to the Crimson Card Terms and Conditions located on the Official University Identification Card Website.
3. Other Causes for Replacement: Official University Identification Card will be replaced for other reasons (broken card, name change, University status change, expiration of the Official University Identification Card, malfunctioning card). The original Official University Identification Card, if in the possession of the cardholder, must be returned to the Official University Identification Card Office. Cardholders may seek further information about replacement steps on the Official University Identification Card Website.
4. Fees: The University will set requirements and fees for Official University Identification Card replacement which may include an additional card penalty fee for multiple replacements within a certain period. Replacement costs are the responsibility of the cardholder.

Unauthorized Use of the Official University Identification Card

1. The Official University Identification Card is nontransferable. Only the person to whom the Official University Identification Card is issued is eligible to use the Official University Identification Card for authorized purposes.
2. If a lost Official University Identification Card is found, it must be returned to the Official University Identification Card Office.
3. Official University Identification Cards must not be misused, defaced, modified, altered, tampered with, or deliberately damaged.

4. Any transfer, misuse, alteration, falsification, forgery, or fraudulent or illegal use of an Official University Identification Card may result in the University taking disciplinary action and/or initiating criminal prosecution.
5. No individual, department, employee or institutional representative of the university shall hold another cardholder's Official University Identification Card as collateral or security. The Official University Identification Card carries various financial features that can be compromised by having physical access to the card.

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Definitions

Indiana University Property: Buildings, grounds, and land that are owned by Indiana University or controlled by Indiana University via leases or other formal contractual arrangements to house ongoing IU operations.

Institutional Representative: Any member of Indiana University Board of Trustees; any executive officer or administrative officer of the University, or any of its other units and/or campuses; any attorney of the University, or any of its other component institutions; and any peace officer or security officer of the University, or any of its other component institutions.

Official University Identification Card: The Official University Identification Card which includes a photo and the cardholder's name and relationship with the University. If the cardholder is an employee, the department name may also be included. Each card must have a bar code, magnetic strip and contactless technology.

Official University Identification Card Office: An approved location where the Official University Identification Card is issued. All IU campuses utilize a single system and set of policies to issue Official University Identification Cards that are identical in design and function.

Official University Identification Card Website: The Official University Identification Card Website is located at <https://crimsoncard.iu.edu> <<https://crimsoncard.iu.edu>> . This site hosts information about the Official University Identification Card.

Others associated with Indiana University: Individuals who are not officially registered IU students or IU employees on the University payroll, but who require an Official University Identification Card for access to services.

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Sanctions

Misuse of the Official University Identification Card in violation of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university. Suspected violations of law will be referred to law enforcement and may result in criminal penalties.

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Additional Contacts

Offices	Email	Phone	Website
Official University Identification Card	crimsoncard@iu.edu	317-274-0400	https://crimsoncard.iu.edu < https://crimsoncard.iu.edu >
UITs Support Center	ithelp@iu.edu	317-274-0400	http://ithelplive.iu.edu < http://ithelplive.iu.edu >

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History

This policy was established in 2017.

Updated information and procedures regarding the release of information in accordance with Management of Institutional Data Policy (DM-01) <<https://policies.iu.edu/policies/dm-01-management-institutional-data/index.html>> on January 11, 2018.

Previous Versions:

Effective Dates:

05/08/2017 - 01/11/2018 </policies/ua-13-official-id-card/archived-05082017-01112018.html>

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Related Information

USSS-15 Preferred Name </policies/uss-15-preferred-name/archived-01182019.html>

IT-03 Eligibility to Use Information Technology Resources </policies/it-03-eligibility-use-it-resources/index.html>

DM-01: Management of Institutional Data </policies/dm-01-management-institutional-data/index.html>

Official University Identification Card Website <<https://crimsoncard.iu.edu>>

U.S. Passport Information including photo requirements

<<https://travel.state.gov/content/travel/en.html>>