

UNIVERSITY POLICY

Policy Name:	ID Issuance and Usage Policy				
Section #:	30.1.10	Section Title:	IDs	Formerly Book:	N/A
Approval Authority:	EXEC VP STRATEGIC PLNG OPS & COO		Adopted:		Reviewed:
Responsible Executive:	EXEC VP STRATEGIC PLNG OPS & COO		Revised:	February 2018	
Responsible Office:	Institutional Planning & Operations		Contact:	iam@ipo.rutgers.edu	

1. Policy Statement

The RU ID is the sole official identification (ID) issued to individuals affiliated with Rutgers, The State University of New Jersey. RU IDs are issued to individuals only. RU IDs are not issued or assigned to departments, organizations and are not to be used as a way of providing access to individuals not issued the RU ID (e.g., placed in vehicles for use by others). The RU ID remains the property of the university and must be surrendered when requested by an authorized university official. The RU ID is only valid during active employment or registration of the assigned individual. The university has the right to confiscate inactive IDs.

2. Reason for Policy

To specify the rules, procedures and practices that will address the issuing, encoding, replacing, returning, and displaying of identification (IDs) for faculty, staff, students, and others who qualify for the issuance of IDs. Rutgers University establishes this policy to address those issues related to the use of IDs on properties owned or controlled by Rutgers.

3. Who Should Read this Policy

All members of the University community.

4. Resources

30.1.8 Access to University Facilities
10.3.6 Dining Services

5. Definitions

- A. RU ID – The RU ID is the name of the identification issued to university faculty, staff, students, guests, and other individuals who have an official affiliation with the university.
- B. Service Center – An approved location where the RU ID is issued. All campuses and off-campus locations utilize a single carding system and set of policies to issue IDs that are identical in design and function. Full reciprocity allows individuals to use their RU ID to access similar services on any campus. A list of service centers can be found at: <http://iam-ipo.rutgers.edu/locations.php>
- C. Faculty/Staff – A category designation for all paid employees.
- D. Student – A category designation for full-time, part-time and non-matriculated students registered in official university schools and degree programs.

- E. Guest – A category designation for student level guests, visiting scholars (faculty level), contractors and trades workers, vendors, volunteers, members of recognized external university affiliated organizations.

6. The Policy

The cardholder's choice of legal name or preferred name (as it appears on official transcripts or payroll records) or as indicated via the Office of the Registrar, will appear on the ID, without social or professional title or degree. In accordance with University practice, an individual can use their preferred name on their ID.

Physical or electronic alteration of the RU ID is not permitted. This includes encoding of additional information on unused magnetic stripe (mag-stripe) tracks to allow the RU ID to work in unauthorized or external verification systems.

I. ISSUANCE AND USAGE OF AN ID

All cardholders are required to have their ID on their person while on any Rutgers campus or work location and are required to produce the card upon request.

All individuals must have an active record in the ID carding system, in order to validate their university status. Service Center offices will not issue RU IDs to individuals lacking current active system records.

All transactions must be conducted in person. Family members, co-workers or supervisors cannot conduct business for others.

Guest IDs can be issued to university guests, vendors, and other affiliated individuals after they are sponsored through the University Guest Portal by an authorized representative from a university department or unit.

The sharing of IDs are not allowed. Individuals can only possess one RU ID. Those with multiple roles will receive an RU ID that indicates their primary relationship with the University based on the following hierarchy (employees, students, and guests).

The RU ID card should reflect the primary university affiliation (e.g. faculty/staff, student). When a change in affiliation occurs, cardholders are required to exchange their RU ID for one that reflects their current primary affiliation status.

Upon separation of service, the employee ID will be deactivated.

Cardholders are expected to take reasonable care in the use and storage of their RU ID. All members of the Rutgers University community are strongly encouraged to display their RU ID. Guests are required to display their RU ID.

Lost RU IDs must be reported to an RU ID Service Center office immediately so that privileges associated with the ID can be suspended. Please report lost IDs to your supervisor and the Identity & Access Management Office at: iam@ipo.rutgers.edu or by calling 848-445-5050.

There will be a \$20 fee charged for the replacement of lost cards.

Exceptions: Requests for exceptions to this policy may only be granted by the Executive Vice President for Strategic Planning and Operations and Chief Operating Officer, or a designee.

II. ADHERENCE

Falsifying information to obtain a RU ID is identity fraud and may incur prosecution and/or administrative sanctions to the full extent of the law and under university policies and rules and regulations.

Failure to comply with this policy may result in discipline up to and including termination.

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.