



## Policy for ID Card or Door Access For Non-student/Non-employee

For the safety and security of students, employees and facilities, Willamette University requires University Department sponsorship before a Willamette University ID card or unescorted access to a University building is approved for any non-student/non-employee. The sponsoring department must submit an application to the Director of Campus Safety; the director will forward the application, with a recommendation, to the Vice-President for Administrative Services.

A criminal background check is also required in most cases. A *Request for Oregon Criminal History Information* form must be completed by each individual. The \$15 fee must be paid by the individual or the sponsoring department **at the time of application**. An acceptable criminal history must be received from the State of Oregon for the application for ID or building access to be approved.

If the application is approved,

1. The subject must present valid photo ID to pick up the Willamette Guest ID. The \$10 fee is due and payable at this time, unless a department account number has been provided (see application).
2. If requested by a University staff member in the performance of his or her duty, University Guest ID holders must present them promptly.
3. Guest ID cards may not be loaned to anyone.
4. Approved door access is for the card holder only; friends, family or other visitors may not be admitted by the Guest card holder.
5. Cards are issued for a period of no more than one academic year.
6. Cards remain the property of Willamette University, and may be recalled at any time.

A Guest ID **does not** automatically grant the following privileges:

- ◆ Access to Sparks Center
- ◆ Unescorted access to residence halls
- ◆ Unescorted access to classroom buildings
- ◆ A campus debit card (Compass Card)
- ◆ On-campus parking privileges
- ◆ Use of the University Libraries

Questions may be directed to the Office of Campus Safety, 503-370-6911 or [safety@willamette.edu](mailto:safety@willamette.edu)

*(Application follows)*



## Request for ID Card or Door Access For Non-student/Non-employee

*Signatures of department head and appropriate Vice-President or Dean are required. Send the completed application to the Director of Campus Safety. Allow 5 business days for processing.*

Sponsoring Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Guest: \_\_\_\_\_

Relationship to University: \_\_\_\_\_

This request is for an ID card: *<yes>* *<no>*

This request is for building access: *<yes>* *<no>*

Which building(s)? \_\_\_\_\_

What days/hours? \_\_\_\_\_

Please state the exact task that requires granting this person ID card or door access privileges:  
(Attach additional sheets if desired).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how this person is affiliated with your department and his/her work with the Willamette University community.

\_\_\_\_\_  
\_\_\_\_\_

Payment of fees:

\$10 card fee                      *<guest>*                      *<department>*      account # \_\_\_\_\_

\$15 background check      *<guest>*                      *<department>*      account # \_\_\_\_\_

Signature of sponsoring Department Head \_\_\_\_\_

Signature of area Dean or Vice-President \_\_\_\_\_

Director of Campus Safety \_\_\_\_\_

Signature of Vice-President for Administrative Services \_\_\_\_\_

