

Handbook of Operating Procedures

IDENTIFICATION CARDS

A. Purpose

The purpose of this policy is to affirm the officially issued identification card (ID card) of The University of Texas Rio Grande Valley (UTRGV) as the official identification for members of the campus community as well as other individuals required to confirm their identity and affiliation with UTRGV, and also to provide information on how the ID card is issued, replaced, used, and managed.

B. Persons Affected

This policy applies to all enrolled students, employees that do not require student status as a condition of employment, and affiliates of UTRGV as defined in this policy.

C. Policy

1. UTRGV will issue photo ID cards to students, employees, University affiliates, and other individuals required to confirm their affiliation with UTRGV, to verify their identity and assist in managing access to UTRGV services and facilities.
2. *Students* – Student ID cards are valid for enrolled full-time or part-time students at UTRGV and must be presented for admission or access to various UTRGV activities, services, and facilities. Students can have only one official UTRGV-issued ID. All duplicate cards will be disabled and must be surrendered to Campus Card Services. Beginning first-year, first-time dual enrollment, and entering transfer students will receive their original ID cards at no charge during their first semester as an enrolled student. Students will be responsible for the cost of any subsequent replacement card(s). The ID card is active for the duration of a student's active enrollment status.
3. *Employees* – UTRGV will issue one photo ID card to officially recognized employees at no charge. The employee will bear the cost for any subsequent replacement card(s).
4. *Separating Employees* – Employees who are separating from UTRGV must surrender their ID card to Campus Card Services prior to their last physical workday. The exiting employee will be responsible to cover the current replacement fee if unable to produce the ID card.
5. *Affiliates* – Sponsored affiliates of UTRGV are required to have and wear an official UTRGV ID card bearing their picture in a highly visible manner.
6. *General Requirements for ID Cards*
 - a. The ID card is not transferrable. All individuals who are issued an ID card are required to maintain possession and control of this card at all times and keep it in their possession while on any UTRGV property.
 - b. Authorized representatives of UTRGV may require presentation of an individual's UTRGV ID card while conducting official duties for UTRGV in accordance with [Rule 80101](#) of the

Rules and Regulations of the Board of Regents of The University of Texas System and with *Texas Education Code* [Section 51.209](#).

- c. Any transfer, alteration, falsification, or forgery of the ID card may result in appropriate disciplinary action as determined by the Office of Student Rights and Responsibilities or, in the case of employees, with the Office of Human Resources. In addition, fraudulent or illegal use of the ID card may result in criminal charges.
7. *Campus Card Services* – Campus Card Services is the office designated to manage the production of new/replacement ID cards (through the V OneCard office) and the control of the UTRGV’s Campus Card Management system. Campus Card Services is also responsible for installing and implementing new card applications. The office serves as a centralized management system for employment authentication, verification of student enrollment, meal plan access, privileges, entitlements, and debit card use for various goods and services on campus.

D. Procedures

1. UTRGV ID cards are issued by and administered through Campus Card Services.
2. The procedures and requirements for requesting, obtaining, and managing an ID Card can be found [here](#) on the Campus Card Services web page.

E. Definitions

1. *Affiliates* – Includes Visiting Scholars, Contractors, Consultants, Non-Paid Assignments, or any other department/office sponsored guest that will require temporary access to University resources.
2. *Authorized Representative* – Any member of The University of Texas System (UT System) Board of Regents, any executive or administrative officer of the UT System Administration or UTRGV, officers (commissioned or non-commissioned) of the UTRGV Police Department, and any secondary delegate as determined by the rules promulgated by UT System or UTRGV.
3. *Employees* – Includes full-time and part-time faculty and staff assignments that do not require student status as a condition of employment. This includes retired employees and emeritus faculty with an active appointment.
4. *ID Card* – The official UTRGV ID card which includes a recognizable facial photo and the cardholder’s name and affiliation with UTRGV. Each new card must have a bar code, magnetic strip and may have contactless technology.
5. *Students* – All active UTRGV students enrolled and in attendance at UTRGV.
6. *University Property* – Buildings, grounds, and land owned by UTRGV or controlled by UTRGV via leases from another entity or other formal contractual arrangements to house ongoing UTRGV operations.

F. Related Statutes or Regulations, Rules, Policies, or Standards

[Section 51.209](#), Texas Education Code

The University of Texas System Board of Regents *Rules and Regulations*, Rule [80101](#), Category of Facilities and Authorized Users

G. Dates Reviewed or Amended

Not applicable.