

One-Card Services requirements to receive a University of Richmond ID (Effective August 2009)

University of Richmond identification cards (UR ID) are available for the following groups

- Full or part time students enrolled in degree or certificate University of Richmond programs
- University of Richmond full or part time employees
- Immediate family members of University of Richmond full or part time employees
 - Spouse
 - Same sex domestic partner
 - Dependants ages 12 through 23
- Trustees
- Osher students
- Virginia Baptist Historical Society employees and immediate family members
- Military Science and Leadership Department employees and immediate family members
- Special groups approved in advance

Requirements to receive University of Richmond Identification Cards

Before a UR ID can be printed and issued all students and employees must have a University of Richmond identification number assigned and their demographic information downloaded from Banner to the campus card system.

- Downloaded demographic information is not required for spouses, same sex domestic partners, and dependants; however, as stated above, all are required to have a University of Richmond identification number assigned, which may be obtained through UR's Human Resources.
- With the exception of dependants under the age of 17, a valid state issued drivers license, passport, military identification or official state identification card must be presented when the University of Richmond identification card is requested.
 - One-Card personnel will check the information on the identification provided with the information downloaded from Banner to our campus card system. One-Card associates will specifically compare the picture to the person and if the name and date of birth match with the information we have the requestor will receive their UR ID card.
 - If the information on the identification provided does not match with the information in our campus card system the following may occur
 - Minor mismatches will be questioned. If it appears the minor mismatch is a result of a UR data entry error, the requestor will be issued their UR ID card and a copy of the identification presented will be sent to either the Registrar's office or Human Resources.
 - If there is a major discrepancy between the identification presented and the information in our campus card system, a UR ID will not be issued. The requestor will be advised to contact the Registrar's Office or Human Resources immediately.
 - If the requestor does not have an acceptable form of identification they will not be issued a University of Richmond identification card.
 - If a card is denied to a student who has purchased a meal plan, One-Card will provide them with meal passes for up to 3 business days.
 - If a card is denied to a student who is living on campus and needs dorm access, they will be directed to the Housing department to receive a temporary access card.

- If a card is denied to a student and they do not provided adequate identification within 3 business days, meal and access privileges will be denied and the registrar's office notified.