



Photo ID Office Information for Students & On-Site Faculty

ID Badge Office Hours – **In-person visits by appointment only**

ID Badge Office #763-581-2289

Sending student/faculty photos to the ID Badge Office:

The school is responsible for sending a selfie or head shot of each student to the ID Badge Office prior to the first clinical day.

IDBadgeRequests@northmemorial.com

The school should include the following information on each student when submitting the selfie/head shot:

- S#
- Start Date for Clinical
- End Date for Clinical
- Nursing Unit for Clinical Rotation
- ID Badge Office Form

Requirements for the selfie/head shot:

- Photos must be sent from the email of a known contact (school)
- Photos must be taken against a dark, solid color background, preferably blue
- Student must be wearing his/her approved school uniform – not hat
- Student must be looking straight ahead with both eyes open

Where and when to pick up the ID Badge:

ID Badges will be available for pick-up in Safety and Security on the first day of the clinical experience. Safety and Security is located on the Plaza level of the Hospital

Questions or Concerns:

If you have questions or concerns about your badge or badge access during the hours we are not open, please stop in the Safety & Security Office to complete an ID Badge Revision form.

You may leave a message at 763-581-2289 (ext. 12289) or call the Security Office at 763-581-2160 (ext. 12160) for assistance.