

DEPAUL UNIVERSITY



Identification Card Administration

Category: Operations

Responsible Department: Information Services

Responsible Officer: Director of Technology Services & Support

Effective Date: 04/08/2024

Policy Summary

This policy describes requirements for obtaining a university ID card (also known as a Blue Demon Card). In addition, policies and procedures for lost/stolen cards are detailed below.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

ID Card Eligibility

In order to be eligible for a Blue Demon Card, students must be enrolled at the university. Faculty and staff must be active in the university student information system. Eligibility requirements for members of the Board of Trustees will be determined by the University Secretary. Individuals who are not a student, employee, or trustee, but have an affiliation with the university that requires the use of a Blue Demon Card for access, may request a physical card from the Blue Demon Card Office.

Students and employees must provide a photo that meets university guidelines and a valid photo form of identification (driver's license, state ID, or passport).

A mobile Blue Demon Card can be added to an approved mobile device once a profile photo is approved. It is optional for DePaul students and employees to obtain a physical card. Physical Blue Demon Cards may be picked up in person at a Blue Demon Card Office, or will be mailed upon request, once a profile photo is approved.

Possession

Cardholders may only have one physical card. Full/Part-time Faculty=Faculty DePaul Card, Full/Part-time Staff=Staff DePaul Card, Full/Part-time Student=Student DePaul Card. Special arrangements are made for DePaul vendors (for example, Barnes & Noble, Chartwells, etc.).

Blue Demon Cards should remain in the sole possession of and be used only by those that they have been issued to. Allowing others to use your Blue Demon Card is strictly prohibited. Anyone who has been found allowing others to use their Blue Demon Card will be subject to disciplinary action, up to and including termination and/or loss of student status.

Lost and Found Cards

All Blue Demon Cards found should be returned to the Blue Demon Card Office. The cardholder should visit the Blue Demon Card Office to see if the card has been found.

The replacement fee for lost/stolen Blue Demon Cards is \$15.00 for students, alumni and friends. The replacement fee for a stolen Blue Demon Card will be waived if a valid police report or DePaul Public Safety Report is presented. DePaul faculty and staff are not charged for a replacement Blue Demon Card. The replacement fee may be waived once per academic quarter.

Procedures

- Food Service will attempt to confiscate lost/stolen Blue Demon Cards if someone attempts to use the card at the point of sale.
- ID Administration, Student Affairs, Copy Services, Public Safety, Library, Student Financial Accounts, Housing Services, Student Centers, and/or University Parking may choose to suspend certain cardholder privileges. The cardholder must deal directly with the specific department to reconcile a suspension.
- ID Administration will suspend cards upon receipt of list of terminated employees from Human Resources.
- ID Administration will not terminate Food Service employees who are enrolled as students.
- Student Centers Administration is responsible for all deposits/withdrawals to meal plans.
- Housing Services is responsible for revoking residence hall privileges and plans.

Divisional Collaborations

None

Contact Information

ID Card Services
BLUEDEMONCARD.DEPAUL.EDU
Lincoln Park Blue Demon Card Office

Student Center, Room 109
2250 N. Sheffield

Chicago IL 60614
(773) 325-7466

Loop Blue Demon Card Office

DePaul Center, Room 9200
1 E. Jackson Blvd.
Chicago, IL 60604
(312) 362-5959

Appendices

None

History/Revisions

Origination Date: 02/1995
Last Amended Date: 04/08/2024
Next Review Date: N/A