

# How to Obtain Your UHN Photo ID Badge

**Current as of:** October 28, 2024

**Contact for more information:** [PhotoID@uhn.ca](mailto:PhotoID@uhn.ca)

## Important Information Regarding Your UHN Badge

- Please obtain your Photo ID Badge within your first week at UHN.
- Your UHN Badge must be worn and visible at all times while on UHN property.
- Your UHN badge is free of charge however; replacements will cost \$10.00 each.
- You must return your ID badge when your role changes or if you leave UHN.
- For any questions, please contact the Photo ID Badge Office ([PhotoID@uhn.ca](mailto:PhotoID@uhn.ca)).

## Preparing for the Photo

The photo must be:

- Clear, sharp and in focus
- Taken with a neutral facial expression
  - **Eyes open and clearly visible**
  - **Mouth closed, no smiling**

Taken in person by security with:

- Uniform lighting and with **no** shadows, glare or flash reflections
- Face and shoulders to the camera: straight-on, **centered** and squared
- A plain white or light-coloured background with a clear difference between your face and the background. Photos must reflect/represent natural skin tones.

The badge offices **accept** photos with:

- Glasses worn if your eyes are clearly visible and there is no glare on the lenses
- Hair down or up
- Head coverings worn daily for religious beliefs or medical reasons if:
  - your full face is clearly visible
  - the head covering doesn't cast shadows on your face

## Documentation

No documentation is necessary when you arrive to the ID Badge office but it is recommended that you bring your offer of employment letter in case the office needs assistance in locating your file.

## Photo ID Badge Office Locations and Hours of Operation

**If you are working at any UHN location excluding Toronto Rehabilitation Institute site or West Park you can visit the Toronto General Hospital (TGH) or Toronto Western Hospital (TWH) Photo ID Badge office.**

- The TGH Photo ID Badge office is open Monday through Wednesday from 7:30am-12:00pm and 1:00pm-3:30pm.
- The TWH Photo ID Badge Office is open on Thursdays and Fridays from 7:30am-12:00pm and 1:00pm-3:30pm.
- The Photo ID Offices are closed on weekends and statutory holidays

## Finding the Toronto General Hospital ID Badge Office

Located in the Eaton South Basement, Room 426A.

### *Directions from the University Avenue Entrance*

- Enter the building then turn left where you will see a small staircase.
- Walk up to the top of the staircase and continue walking straight towards the “Peter Munk Cardiac Centre” sign.
- Continue walking to the left of the sign, past the Tim Hortons, until you reach the end of the hall.
- Turn right at the end of the hall and then turn left where you see the public washrooms.
- The first door on the right is to the Eaton Service Elevator lobby.
- Take the Eaton Service Elevator to the basement.
- Exit the elevator in the basement and walk down the hall to the “Photo ID Badge Office”.

### *Directions from the Elizabeth Street Entrance*

- Enter the building and continue walking straight past the information desk and gift shop.
- Turn left through the double doors, which are located across from three public telephones, to access the Eaton Service Elevator Lobby.
- Take the elevator to the basement and walk down the hall to the “Photo ID Badge Office”.

#### *Directions from the Gerrard Street Entrance*

- Enter the building and proceed to the left of the information desk, towards a long corridor.
- Walk down the corridor past the Hemodialysis department until you arrive at a four-way intersection in the corridor.
- To the left will be the TGH food court and to the right will be the Elizabeth Street entrance. Turn right towards the Elizabeth Street entrance.
- Walk past the washroom and through the double doors into the Eaton Service Elevator lobby.
- Enter the lobby and take the elevator to the basement.
- Exit the elevator and walk down the hall to the "Photo ID Badge Office"

## Toronto Western Hospital Photo ID Office

Located on the 1<sup>st</sup> Floor, Main Atrium, across from the Tim Hortons.

#### *Directions from the Bathurst Street Entrance*

- Enter the hospital and continue walking straight towards the Tim Horton's which will be on the left.
- The Photo ID Office is located directly across from the Tim Horton's.

#### *Direction from the Leonard Street Entrance*

- Enter the hospital and continue walking straight down the long corridor until you reach the end.
- The main atrium is located at the end of the hallway. If looking towards the left, a Shoppers Drug Mart and Tim Hortons is visible. Walk towards the Tim Hortons.
- When you reach the Tim Hortons, walk around to the back to to the Photo ID Office.

**If you are working at a Toronto Rehabilitation Institute (TRI) Location you will visit one of the TRI badge office locations as directed by your manager.**

#### *1. Receive Instructions From Your Manager.*

You will receive instructions with a date/time and location to receive your UHN ID Badge from your manager who has scheduled an appointment on your behalf.

#### *2. Visit the ID Badge Office.*

The TRI ID Badge office locations are detailed below:

##### *University Centre:*

First Floor, Room 128

Office Phone Extension: 3070

Directions: Located in the University Avenue entrance lobby across from the Innovation Gallery

*Lyndhurst and Rumsey Centre:*

First Floor, Room 144A

Office Phone Extension: 6226

Directions: Located in Vestibule of the Lower Concourse Main Entrance

*E. W. Bickle Centre:*

First Floor, Room N-238

Office Phone Extension: 2503

Directions: Located in Vestibule of the North Parking

*3. Rescheduling Process*

If you need to reschedule your appointment to obtain your UHN ID Badge, please email [TRI-security.clearance@uhn.ca](mailto:TRI-security.clearance@uhn.ca).