Administrative Policies and Procedures
Manual - Policy 1050: Photo Identification Cards

1. General

The official form of University identification, for all units of the University except the Health Sciences Center, is the University photo identification card called the Lobo Card. Lobo Cards are the property of the University and must be returned upon request.
The Lobo Card Office is responsible for developing procedures to implement this policy. Branch campuses follow this policy as well.

No individual should carry more than one University-issued once and is valid immediately. The encoded card from the same record in the LoboCard Office’s database.

Student LoboCards are issued with a six (6) year expiration date and should be renewed within thirty (30) days of that expiration date if the student is still actively enrolled in classes. Other expiration dates are determined by the individual's relationship to UNM and assigned by the Banner system, and the card is deactivated:

- when a student is no longer registered at UNM; (student are re-activated for subsequent enrollment activity if within four (4) semesters of issuance date);
- on the termination or end date indicated on the employee's Faculty Contract or faculty contract; Electronic Personnel Action Notice (PAN/EPAN); or Electronic Personnel Action Form (EPAF); or
- in the number of days determined by the specific affiliate role assigned to an individual, contractor, or guest student authorized according to Section 2 herein.

Each student is required to have a Lobo Card and returning students are required to keep their cards. There is a replacement fee for lost cards. Employees are not required to have a Lobo Card; however, a Lobo Card or stolen cards. A Lobo Card may be necessary to obtain certain University services or benefits and/or access to buildings and parking facilities. If required for operational needs, individual departments may require employees to have a Lobo Card. University Health Sciences Center employees receive identification badges printed by the UNMH Security Office. These cards will be encoded to function as their Lobo Card.

2. Assignment of Cards

Obtaining a LoboCard
The Lobo Card Office, located in the Student Union Building (SUB), Room 1077 will issue Lobo Cards to eligible individuals. Proper identification, including a (ID) is required.

Acceptable forms of IDs are:

- U.S. passport
- U.S. Military ID (active duty or retired military and their dependents, and Department of Defense civilians)
- U.S. driver’s licenses or state photo identity cards issued by Department of Motor Vehicles for the sole purpose of identification
- Native American Tribal ID
- Foreign government issued photo ID, is required. At specified times, satellite sites may be set up at other locations for passport
- Foreign nation ID or driver’s license

The surname on the convenience of students and employees-ID presented at the LoboCard Office must match, or contain (as in hyphenated surnames), the name of the individual in the official University record. The LoboCard Office cannot make any changes to legal names but can include a preferred first name on a LoboCard.

Individuals with special needs should contact the Lobo Card Office for assistance.

2.1 Affiliate Cards

A department wishing to request a Lobo Card for an individual who is not a regular or admitted student, faculty member, or regular staff employee should submit appropriate paperwork to the office or individual tasked with Banner General Person data entry for that department. Once properly entered into Banner General Person, the individual should be assigned to the appropriate affiliate role. Once the individual has been assigned to the correct affiliate role with a valid expiration date, the Banner system will generate a record for the LoboCard database. At that point the individual, by presenting proper government issued photo ID, received (as specified in Section 2), can receive an affiliate
Lobo CardLoboCard on the next business day. A fee will apply for all Affiliate LoboCards. Not all affiliate roles are eligible for a LoboCard.

2.12 Lost or Stolen Cards

Employees must immediately report lost or stolen cards to the appropriate dean, director, or department head and the Lobo Card Office. Students must immediately report lost or stolen cards to the Lobo Card Office in person or online. The Lobo Card Office will deactivate the cards. Anyone finding a Lobo Card should turn it in to the Lobo Card Office. Holders of active LoboCards will be notified by email at the email address listed in the UNM directory.

2.1.1. Lost Cards

Each person will be charged a fee to replace a lost or stolen card. The lost card replacement fee must be paid at the Lobo Card Office. A University department may not waive or absorb this fee for the individual. To obtain a replacement card, the individual must bring a government-issued picture ID to the Lobo Card Office.

2.1.2. Stolen Cards

Employees and students must report stolen cards to the UNM Police Department. The Lobo Card Office cannot charge the fee to a student’s UNM Bursar account.

To obtain a replacement card, the individual must bring a copy of the police report to the Lobo Card Office. There is no charge for replacing a stolen card; however, anyone filing a false police report will be subject to discipline and/or criminal charges. Proper ID (as Specified in Section 2) as well as payment to the LoboCard Office.

2.2.2.3 Damaged or Incorrect Cards
There is no fee will apply for replacing a card with a malfunctioning magnetic stripe so long as the card contains only the magnetic stripe and does not have a proximity chip. Cards printed on proximity stock will be replaced at an additional charge. If the card has clearly been mishandled or damaged by the user, a damage fee will apply.

2.3 Preferred First Names

The University recognizes that individuals may prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred name is not for the purposes of misrepresentation or to avoid a legal obligation, individuals may use their preferred names on LoboCards. Preferred names are limited to alphabetical characters and certain special characters. Individuals requesting a preferred name must present a government-issued photo ID matching the legal first and last name contained in the LoboCard Office’s carding software.

Should a dispute arise on the appropriateness of a preferred first name, the Registrar’s Office will make the final decision on the issue for students, and the appropriate employment office will make the final decision for faculty and staff.

2.4 Legal Name Changes

Name changes and corrected names must be processed by the appropriate original data entry office: the Registrar’s Office for students; Human Resources for staff; and the Office of Faculty Affairs and Services for faculty. Such changes require an overnight update before they are reflected in the LoboCard Office’s carding software. A fee will apply for obtaining a LoboCard reflecting such name changes.

3. Disclosure of Information

Lobo Cards issued will display the individual's name, photograph, status, and UNM ID number, along with the Lobo Card number. Faculty and staff employees who are also students may have two (2) status designations listed on their Lobo Cards. Teaching assistants, graduate assistants, and research assistants are not eligible to have the faculty status printed on their LoboCards. For security reasons, multiple cards will not be issued. The individual's name, UNM ID number, and Lobo Card number will be imbedded in the magnetic stripe data.
This information is used to process the card and will be treated as private, confidential information to the extent permitted by law and will be used only for official University business. Information printed on the LoboCard must correspond with the information maintained by the University Banner System. If there are discrepancies, they must be corrected in the University Banner System by the original data entry office. The information will not be disclosed to outside organizations without the explicit written consent of the individual.

4. **Lobo Card** Activated Benefits and Services

The **Lobo Card** allows eligible individuals to use certain University services and benefits as defined by University policy. The **Lobo Card** is unique to each individual and will allow only those services or benefits the individual is entitled to, such as allowing library services but not access to a particular building or parking structure.

4.1. Benefits

Benefits may include, but are not limited to as appropriate:

- **Use** of seven (7) UNM libraries, University Libraries to access materials and printing
- **Access to** Johnson Center, and other recreational facilities; **Recreational Services classes**
- **Discounts** Student access to Athletics events
- **Discounts** given by University organizations, including Athletics and **UNM Public Events/Popejoy and Hall tickets**
- **Access to** LoboCa$h declining balance account access
- **Access to** IT Computer Pods access and printing
- Authorized entry to secured areas on campus
- **Access to** Student Health and Counseling Center
- **Access at** La Posada Dining Club
- **Access to** Resident Life and Student Housing buildings
In addition, through the “LoboPerks” program and in partnership with the LoboCard Office, a number of merchants in Albuquerque and beyond offer University students and/or employees discounts.

4.2. Electronic Key or Proximity Cards

The Lobo Card may allow specific individuals access to certain buildings and parking facilities by serving as an electronic key or proximity card. Electronic key cards must be authorized by the cognizant dean, director, and appropriate personnel in the department head and the request must be submitted on the LoboCard Office website. Individuals will be required to surrender their existing LoboCards for a card with a proximity chip. If the existing LoboCard is not returned in exchange for the proximity card, a replacement fee will apply. Cards printed on proximity stock generate an additional charge.

5. Fraudulent Use

Re-touching or alteration of card photographs are prohibited. Unauthorized possession, use, or reproduction of a Lobo Card is prohibited and may constitute theft. In such cases, the individual(s) involved will be prosecuted (30-14-2 NMSA 1978). Violation of this policy may result in face criminal prosecution and disciplinary action.

6. Change in Employment or Affiliation with UNM

6.1. Separation of Employment

6.1.1. Faculty and Staff Employees

A Faculty and staff employee who separate from the University, must turn in his or her Lobo Card and any other University identification cards to the Division of Human Resources. The Division of Human Resources must sign off on the Separation Check-Off List in accordance with UAP 3225 ("Separation of Employment").
6.1.2. Faculty—Main-Campus

A faculty member who separates from the University, must turn in his or her Lobo Card and any other University identification to the Faculty Contracts/Services Office. The Faculty Contracts/Services Office must sign off on the Faculty Termination Checklist. Checklist forms are available from the Faculty Contracts/Services Office.

6.2. Change in Employment Status or University Affiliation Other Than Separation

If the status designated on an individual's Lobo Card changes, the individual must turn in the active card to the Lobo Card Office. The Lobo Card Office will replace it with a card appropriate for the new status. An individual whose affiliation with the University ends must return his or her Lobo Card to the department or unit where the individual was affiliated. The department will return the Lobo Card to the Lobo Card Office.

7. Revenue

Revenue generated by the Lobo Card goes toward the operation of the Lobo Card Office.