

## Department Badge Design and Production

UO departments that would like their employees to wear a photo/name badge may request that a badge be created through the ID Card Services Office. The badge is the same size and shape of the regular ID card and may contain your department logo or other artwork of your choice.

Initial set up fee is \$50 and there is a \$10 fee per badge produced.

Please have department coordinators e-mail badge production requests to: [uocard@uoregon.edu](mailto:uocard@uoregon.edu).

Whether you are requesting an initial or replacement badge, we ask that you provide the following information:

- Name of person needing badge
- UO ID number of person needing badge
- Index # AND Account Code to charge for badge set-up and production fees
- Please indicate badge type
- If applicable for badge type, title of person needing badge
- If you are providing artwork, please use jpeg format.

### MORE BADGE PRODUCTION INFORMATION WE WOULD LIKE TO SHARE

We generally use the photos we have on file to produce the badges requested. If an updated photo is preferred, please indicate this in your request. If you are planning on bringing a large group to the ID Card Service Office; please contact us in advance in order for us to make efficient use of your time.

Please contact the ID Card Services Office at 346-3113, if you have any questions.