

Instructions for Brown Medical School Faculty, House Staff, and Fellows  
to Obtain Their Brown University Identification Cards

If you are unable to come to the Brown Card office in the Emery Dormitory (Meeting Street, next to Meeting Street Café) during business hours you can send a suitable photo to our office, and we can have an ID Card processed for you. If you wish to do this, please complete this form and attach a photograph, ideally a passport or other small ID photo. This photograph and information will be used to create your University identification card which will be issued by the ID Card Office as soon as possible. If you have a JPG, you can email it to me at the address below.

INFORMATION FOR THE BROWN ID CARD

1. Print your name lightly on the reverse side of a passport-style photograph (2"x3" color)
2. Attach the photograph to the space on the left by stapling on edge or by tape. (This photo will be reproduced for your permanent ID)

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(Full name-please print)

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(Hospital Name)

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(Home Address)  
(for mailing purposes only)

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(City, State, Zip)

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(SSN and Birthdate for Entering in HRIS System)

If you have any questions, please contact

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