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Hospital Security Badges:

All researchers, research staff, students, and trainees located in Kingston Health Sciences Centre (KHSC) require a hospital access card (KHSC Security Badge) while on the hospital premises working in research.

Hospital security badges are automatically generated when a Research Hospital Appointment is approved by KHSC's Office of Medical Administration. For more information about Research Hospital Appointment, please check out "[Research Roadmap: Research Hospital Appointment](#)".

For students and trainees conducting research within KHSC that is part of their regular academic programs (i.e. thesis), a Research Hospital Appointment is not required. If the research being conducted is not part of their regular academic program (i.e. conducting research outside their academic thesis), a Research Hospital Appointment is required. For further clarity, summer students require a Research Hospital Appointment.

For students and trainees who fit the criteria above and do not require a Research Hospital Appointment, to obtain a KHSC Security Badge, please have your supervisor complete an electronic "KHSC Security and Life Safety Request Form" on your behalf in order to have a KHSC Security Badge issued. The electronic application is available at the link below. You must be logged within KHSC's firewalls (on KHSC's intranet) to be able to complete and submit the form:

<http://www.kgh.on.ca/research>

Contact:

KGHRI@kingstonhsc.ca

(613) 549-6666, ext. 8171

<https://khscnow.kingstonhsc.ca/document/8471>.

Steps to complete the form:

- The principal investigator (supervisor) or their delegate would fill out their information as the primary contact for the student or trainee.
- Under “Request”, you would specify that you are “*Requesting an ID Badge for your student/trainee*”. In this “Request” space you also need to provide the student’s or trainee’s name, contact information (phone, email, hospital office location), and what expiry date should be listed on the ID badge (i.e. December 31, 2016).

If your student/trainee also requires keys to access research offices/labs, you can also include this information at the bottom of the form. A separate electronic submission is required for each student/trainee.

A KHSC ID badge will be issued to you after KHSC’s Protection Services Office has approved your application. You and your supervisor will be copied on this email. Once you receive this email, please report to KHSC-KGH Site’s Cashier’s Office located near the front main lobby (Davies 1) to pay a \$10.00 deposit. This deposit will be returned once the KHSC ID badge is returned. KHSC-KGH Site’s Cashier’s Office will issue you a receipt to take down to KHSC’s Protection Services Office located on Dietary 1. Photo ID badges are issued 8:00 am to 12:00 pm, Monday to Friday.

A KHSC ID badge is your official hospital identification and must be worn in plain view (at chest level) at all times while conducting research on hospital premises.