

Please see below information with regards to requesting a new badge:

OBTAINING A NEW ID

To obtain a hospital ID badge please email a legal passport picture in electronic format to bwhvcas@partners.org. **PLEASE SEND YOUR PHOTO AS AN ATTACHMENT, NOT A WORD DOCUMENT, AND DO NOT DO SO UNTIL THE APPLICATION PROCESS IS OPEN.**

The correct photo measurement is 2 x 2 inches (51 x 51 mm) in size. Your head should be between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.

- Submit a color photo, taken in the last 6 months.
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo.
- Use a plain white or off-white background.
- You may not wear hats or head coverings, except for religious or medical purposes.

Photos sent to us which do not comply with the above details and dimensions will not be processed. This includes pictures obtained from scanning a passport or driver's license. These photos are not clear enough to use.