



## Duke University Hospital Department of Pastoral Services

225 Baker House, Box 3112, DUMC, Durham, NC 27710

Phone: 919-684-3586 • Fax: 919-684-8438 • [pastoral@dm.duke.edu](mailto:pastoral@dm.duke.edu)

### Clergy Identification (CID) Application Form

Please complete the information below and return to the Department of Pastoral Services:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

[Please list name as it appears on your government-issued photo identification]

Title [i.e. Rev., Dr.] \_\_\_\_\_ Prior Name(s) \_\_\_\_\_

[if applicable, i.e. maiden name]

Preferred Name [i.e. nickname] \_\_\_\_\_ Date of Birth \_\_\_\_\_

[Optional]

[MM/DD/YYYY]

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Primary) \_\_\_\_\_ Phone (Secondary) \_\_\_\_\_

E-mail \_\_\_\_\_ Last Four Digits of Social Security #: \_\_\_\_\_

[Optional]

#### Religious Affiliation:

Roman Catholic \_\_\_\_\_ Protestant \_\_\_\_\_ Orthodox \_\_\_\_\_ Jewish \_\_\_\_\_ Islamic \_\_\_\_\_ Other: \_\_\_\_\_

[Please Specify]

#### Local Affiliation:

Complete Name of Religious Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Web Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Authorization [Please attach]:

\_\_\_\_\_ Clergy Patient Visitation Guidelines, signed and dated

\_\_\_\_\_ Copy of Government-Issued Photo Identification including  
full name and date of birth [ID number may be redacted/blacked out]

\_\_\_\_\_ Proof of ordination or a letter, on institution letterhead, from an  
officer of the body indicating you are recognized and designated for providing pastoral visitation, as evidence  
of your role as a clergy person within a religious institution, denomination, or congregation.

\_\_\_\_\_ I have a prior Duke University or  
Duke University Hospital affiliation

Duke Unique ID # \_\_\_\_\_  
[Optional]

**NOTE: APPLICATION WILL NOT BE APPROVED WITHOUT ALL REQUIRED DOCUMENTATION.** [The process for securing a clergy badge requires three (3) to five (5) business days for verification to be completed and returned to you. Please plan ahead for the time needed for completion.] **Please DO NOT send Identification Badge Fee to Pastoral Services.** [The \$5.00 identification badge fee is to be paid at the Duke Card Office-Medical Center after approval by the Department of Pastoral Services.]

#### Below is for DUH-DPS Office use only:

Approved \_\_\_\_\_ Date: \_\_\_\_\_ Duke Unique ID# \_\_\_\_\_

Entered \_\_\_\_\_ Mailed \_\_\_\_\_ PSPP # /Exp. Date \_\_\_\_\_

11/25/15

## Duke University Hospital Clergy Patient Visitation Guidelines

Duke University Hospital recognizes the importance of spiritual care in healing and caring for patients and the role of the patient's clergy in the provision of that care. To facilitate the care and healing of our patients and the ministry of the clergy provider, the following guidelines have been established.

*Clergy is defined as an ordained clergy, such as a rabbi, priest, pastor, Islamic cleric, associate pastor, licensed minister, or lay minister serving under the direction of the congregation such as Roman Catholic Eucharistic ministers.*

(After you have read the following, please sign your name and date the document indicating you have read and will follow these guidelines. **Return this signed form along with your application to the Pastoral Services Department.**)

1. Your Clergy ID Badge must be worn while in the hospital.
2. Visit only members of their congregation or faith group or those persons requesting your visit.
3. Please identify yourself with Health Unit Coordinator (at main desk on unit) before visiting patients and inquire about visiting guidelines.
4. Respect the wishes of patient who does not desire a clergy visit.
5. Religious literature is to be left only with the patient visited.
6. **Always** wash hands before and after visiting each patient.
7. If you have symptoms of a cold, flu, or other disease, please do not visit.
8. Contact nursing staff if **Isolation Precautions** are observed on patient door.
9. Do not **disclose** any information regarding the patient in Duke Hospital, including that the patient is or was hospitalized, the reason for hospital treatment, or the patient's medical condition without the express consent of the patient, or if the patient is a minor or unable to give consent, the legal guardian.
10. Limit use of clergy badge to your professional function as a clergy visitor.
11. I understand that the Pastoral Services Parking Pass [PSPP] is for my use only and I will limit use of the PSPP to my clergy visits.
12. **I will notify the Department of Pastoral Services of any changes on my original application or renewal form.**
13. **I will return my clergy badge when I am no longer affiliated with the congregation identified on my application**

**By printing and signing my name, I agree to follow the above guidelines.**

(Print Name) \_\_\_\_\_

(Sign Name) \_\_\_\_\_ (Date) \_\_\_\_\_

**Duke University Hospital  
Clergy Patient Visitation Guidelines**

**The Clergy Identification [CID] Application Process:**

1. **Clergy Identification [CID] Badge Application Packets are available from the Department of Pastoral Services Office, 225 Baker House**, Entry 4 - Duke Clinics [200 Trent Dr.]; request: 919-684-3586; or email: [pastoral@dm.duke.edu](mailto:pastoral@dm.duke.edu). To be eligible to receive your CID, the completed application must include:
  - a. **Completed and signed application;**
  - b. **Signed and dated Clergy Patient Visitation Guidelines;**
  - c. **Proof of Ordination or a letter, on institution letterhead**, from an officer of the body indicating you are recognized and designated for providing pastoral visitation; and
  - d. **Copy of your government-issued photo identification with full name and date of birth** [ID number may be redacted or blacked out.]
2. **All completed forms must be returned to the Department of Pastoral Services via mail, email, fax, or in person.** When all forms and supportive information are submitted, a check of the religious body affiliation will be made. When verified, the department will request a **Duke Unique ID [DUID] number**. When the DUID number is established, the application will be signed by the department director or designee. The form will be returned to the applicant by email, fax, or postal service. **Please allow three to five business days for verification to be completed and returned.**
3. **Once your received the approved form** and to get a Duke Clergy ID Badge, you will need to take the approved form to the Duke Card Services Center located on the lower level of Duke South, near the blue elevator, and next door to the Medical Center Bookstore. You will need photo identification, pay the fee (\$5.00) then have your picture CID Badge made. The CID badge is good for one year and **must** be renewed each year.
4. A **Pastoral Services Parking Pass [PSPP]**, to assist with parking costs, is provided to each clergy person with an approved CID Badge through the Department of Pastoral Services Office. When you have completed the application or renewal process and have your CID badge, you may pick up your PSPP from Department of Pastoral Services Office, 225 Baker House. Please do not hesitate to contact us for directions.
5. **Please notify the Department of Pastoral Services of any changes from your original application or renewal form.**

**Annual Renewal of CID Badges:** You may request a renewal application form by contacting the Department of Pastoral Services by phone: 919-684-3586; email: [pastoral@dm.duke.edu](mailto:pastoral@dm.duke.edu); or in person. Once the renewal form is verified,, the department will request renewal of your DUID. Once the DUID is renewed, the department director or designee will approve and return it to the applicant. The applicant will need to take a copy to badge office (location noted in #3 above), show a photo ID and pay the \$5.00 fee.

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