



Access/Identification Card Request

Badge Holder Information

Name _____

Company Name _____

Floor Access _____

Access Information

_____ New Card \$15.00

_____ Replacement Card/Name change \$15.00

Type of ID

_____ Employee/Temp

_____ Vendor/Contractor

Manager Approval

As a manager I acknowledge that it is my responsibility to collect ID's and notify Building Security as soon as possible after the individual has been terminated. I agree that my company will pay the fee of \$15.00 for any badge.

Manager Name _____

Manager Signature _____

Termination Information

Name _____

Company _____

Security Use Only

Card Number _____ Date _____