Employee Photo Identification Badge Request Form

Please Check the Type of Badge Needed:

☐ New Employee Badge Location of Worksite: _____

☐ Replacement Employee Badge Date of Request: _____

☐ Access Right Changes Access Requested: _____

☐ Non-Employee Badge (i.e., Volunteer, Intern, Youth Worker, etc.): _____

LAST Name: _____ FIRST Name:_____

Nickname:_____
(Example: first name is Robert - but you prefer "Bob")

Employee ID #_____or Contractor ID #: _____

Dept. or Organization Name: _____ Dept. & Section #: _____

Employee's Daytime Phone Number: _____

SUPERVISOR AUTHORIZATION REQUIRED FOR ALL CITY ISSUED BADGES.
CITY HALL BADGES MUST BE SIGNED BY AN AUTHORIZED FLOOR ADMINISTRATOR.

Authorized by: Name (printed) _____
Position: _____ Phone: _____
Signature _____

BADGE TYPE PROXIMITY: ____ NON-PROXIMITY: ____

*City Hall Access: (Check One) Level 1 ____ (6:30 a.m. - 7 p.m. M-F) Level 3____ (6:30 a.m. - 10 p.m. M-F) Level 5_____ (24/7)

Route or E-mail to: "NCH Security" or Fax To: (408) 275-6002

You will be notified by telephone or e-mail when your badge is ready.

For City Hall Security use only:

☐ **Badge Given to Employee** **Date:** _____
☐ **Employee contacted for pick-up** **Date:** _____
☐ **Badge given to** _____ **Date:** _____

To be filled out by Security
Badge Number: _____ Date Issued (mm/dd/yy): _____ Will Call: ☐