



ID Badge and Proxy Card Replacement Request Form

Please complete this form to request a replacement ID badge and/or Proxy card.

Name: _____ Date: _____

Phone Number: _____

Email: _____

ID Badge Number: _____

Which of the following needs to be replaced?

____ ID Badge

____ Proxy Card

____ Both

Was the ID badge/Proxy Card lost, stolen, or needing to be replaced (due to damage, wear and tear over time, etc.)?

____ Lost

____ Stolen (If stolen, please attach a copy of the police report, if there is no report, you will be responsible for payment)

____ Damaged (If damaged please turn in the damaged ID badge/proxy card, upon receiving the new badge/card. Replacement fee will only be waived if damaged card/badge is turned in)

Replacement Fee:

ID Badge \$10

Proxy Card \$25

If either the proximity card or employee ID are damaged, please send items to HR for replacement at no charge. (Damaged ID badge and/or proxy card must be turned in).

Lost Items: I am responsible for reporting the loss of ID badge/Proxy Card to Human Resources.

Stolen Items: If any of these items are stolen and a copy of a police report is provided, the replacement cost may be waived.

Please acknowledge below:

Employee Signature: _____