

# ID Badge Request Form

**Please contact the Human Resources office to complete the ID Badge process. This form must be signed and completed prior to issuance of a badge.**

Employee Name (included on badge):

Department/School Site (included on badge):

Escape Employee ID # (included on badge):

Position Title:

Division:

Badge ID # (HR use only):

## **INFORMATION BELOW IS TO BE COMPLETED BY THE SUPERVISOR FOR DOOR ACCESS**

**BCOE ID Badges provide the following standard door access to the buildings listed below.**

- Lincoln Center NW exterior and S interior lobby doors: 7 AM - 4:30 PM
- BCOE Main Building "Big Bird" SW exterior door: 7 AM – 5 PM
- deRoco SE exterior door: 8 AM – 4:30 PM

**There is no door access for times outside of those listed above unless the supervisor requests one of the options below. Extended hours must be based on their assignment to one of the two buildings noted below and that their position responsibilities require them to be in the building beyond standard business hours.**

### **FOR SUPERVISORS TO COMPLETE:**

Employee listed above is authorized for expanded business hours access to BCOE Main Building & Lincoln Center 7 AM – 7 PM

Yes      No

I would like the employee listed above to be authorized for after hour access to BCOE Main Building & Lincoln Center. **THIS LEVEL OF AFTER HOUR ACCESS IS ONLY FOR MANAGERS AND MUST BE APPROVED BY THE DIVISION CABINET MEMBER.**

24/7

Yes      No

Supervisor Name:

Cabinet Member Name:

Supervisor Signature:

Cabinet Member Signature:

Date:

Date: