**Washoe County Community Services Department**

***ID Badge Request Form***

*Please return to the Community Services Department ID Badge Request group at* [*IDBadges@washoecounty.us*](mailto:IDBadges@washoecounty.us)

Date:

Department:

HR Representative: Phone #:

***Photo ID Badge Replacement:***

*Name of Employee Reason for Replacement*

*Access Needed:*

*Set Up Like:*

*(Name of fellow employee with same access)*

***Short Term (Non-Photo) ID Badges:***

***Temporary:***

*Number of Badges needed: Number range:*

*(Ex: department already has temporary badges 1 – 10, you now need badges 11-20)*

*Access Needed:*

***Contractor****:*

*Number of Badges needed: Number range:*

*Access Needed:*

***Visitor:***

*Number of Badges needed: Number range:*

*Access Needed:*

***Volunteer:***

*Number of Badges needed: Number range:*

*Access Needed:*