

Authorization to Obtain a Identification Badge

Name of Employee: _____ Date: _____

Division and Work Area: _____

Title of Employee: _____

Manager or Supervisor Signature: _____

Instructions to Manager/Supervisor:

Employee photos are taken daily (M-F), 8:00 a.m. to 4:00 p.m. *Please complete this form before sending the employee to obtain a identification badge and mark the appropriate box below:*

- | | |
|---|---|
| <input type="checkbox"/> New Employee I D Badge | <input type="checkbox"/> Student Hire Badge |
| <input type="checkbox"/> Temporary Badge | <input type="checkbox"/> Replacement Badge |

How to get to the PPD Service Building:

The Service Building is located off Lomas, north on Yale to Camino del Salud. Turn left on Camino del Salud, and left to Camino del Servicio. You will see the M parking lot and a flagpole in front of the Service Building. Enter the building through the south entrance to the administrative office.