ID BADGE REQUEST FORM

rev. 9/10

☐ New External Badge
(i.e. non HMC/COM employees/students)
This form is required to be submitted in advance to the badge office as we are integrated with other systems and occasionally require additional time to resolve data issues. Your cooperation with this requirement will help prevent unnecessary delays in service to your employee/student as well as our other customers. We appreciate your assistance.

OR

☐ New Access Assignment Only
Access beyond our 'standard' levels is not provided automatically. While a request form is not needed to issue a badge to HMC/COM employees/students, written authorization to assign specific departmental access is needed. An e-mail sent by an authorized designate is acceptable in lieu of this request form.

I. CARDHOLDER INFORMATION: (Required for All requests)

Last Name	First Name	Middle	Sr., Jr., Etc.
Title / Position (if Physician also include degree - i.e. M.D., D.O., etc.)	Department Name		

II. EXTERNAL PERSONNEL INFORMATION: (Required for all New External Badges)

PSU ID Number (required for those with previous PSU affiliation)	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Home Address [must be U.S. address – include full street address, city, state, and zip code]		
Date of Birth (mm/dd/yy)	Company or School	

III. ACCESS ASSIGNMENT(S):

Identify building(s)/department(s)/room(s) to be assigned or pre-defined access level name(s)

REPLACEMENT BADGE INFORMATION:

- **Lost Badges** ~ A request form is not needed. Please report lost badges immediately to the badge office (x3548) or Security department (x8711). There is a $5 non-refundable replacement fee payable at the badge office by check or cash. The replacement badge will be printed once the fee is paid.
- **Damaged Badge** ~ A request form is not needed. The damaged badge must be returned, at which time the replacement badge will be printed. If the damaged card is not returned, it will be considered lost and subject to the lost badge penalty.
- **Information Change** ~ A request form is not needed. The change must first be processed through the respective Human Resources or Student Affairs/Registrar office. Typically allow about one business week for the badge office to receive updated information regarding name, department, or position changes. Contact the badge office to verify status of a change. The old badge must be returned, at which time the replacement badge will be printed. If the old badge is not returned, it will be considered lost and subject to the lost badge penalty. Only HMC employees require an updated badge to reflect department and/or title changes.

IV. AUTHORIZATION:

Designate Signature [REQUIRED ON FAX REQUESTS]	Designate Name (typed or printed) [REQUIRED ON ALL REQUESTS]	Request Date (mm/dd/yy)	Phone Extension

ID Office Hours: **MON** 12:30pm-4:00pm/**TUES** 12:30pm-4:30pm/**WED** Closed/**THUR** 7:00am-Noon/**FRI** 8:00am-Noon
Located in Room CG608 (ground floor crescent hallway)
SEND COMPLETED FORM by e-mail to: Idbadging@hmc.psu.edu or by fax to: (717) 531-0765