

Washoe County Department of Public Works

ID Badge Request Form

Please return to the Public Works Department ID Badge Request group at 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: _____