



# ID Badge Request Form

COMMUNITY SERVICES DEPARTMENT

## ID Badge Request Form

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

Date Department

Phone # HR Representative

### Photo ID Badge Replacement

Name of Employee	Reason for Replacement
Phone #	HR Representative
Access Needed	Set up like (Name of fellow employee with same access)
SAP Number	

### Short Term (Non-Photo) ID Badges

#### Temporary

# of Badges needed	# range	Access needed
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(Ex: department already has temporary badges 1 – 10, you now need badges 11-20)

#### Contractor

# of Badges needed	# range	Access needed
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#### Visitor

# of Badges needed	# range	Access needed
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#### Volunteer

# of Badges needed	# range	Access needed
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