



Human Resources Form

## City Identification Badge Replacement Request

I, \_\_\_\_\_, have reviewed the City Identification Badge Administrative Regulation. I am requesting a replacement City Identification Badge due to the loss, theft, or damage of my previously issued badge. I understand and agree to pay the fee associated with this request as outlined below:

- A fee of ten dollars (\$10.00) will be charged for the first and second replacement of a lost or stolen badge.
- A fee of twenty-five dollars (\$25.00) will be charged for the third and subsequent replacements.

Employee Signature: \_\_\_\_\_

Employee I.D. #: \_\_\_\_\_

Date: \_\_\_\_\_

\*Payment must be submitted to HR with this request form

FOR HR USE ONLY:

\$10	-	Cash
\$25	-	Check

Replacement ID Card # \_\_\_\_\_