



CITY OF NEWPORT NEWS



Security Services Division

ID BADGE REQUEST AND MODIFICATION FORM

Initial Issue (New Employee)	<input type="checkbox"/>	Initial Issue (Rehire)	<input type="checkbox"/>	Replacement (Lost/Damaged/Modify)	<input type="checkbox"/>
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Employee Information:
 ID Badges are the property of the City of Newport News and must be surrendered upon termination from employment or at the request of any authorized City representative. ID badges are individual and may not be used by anyone other than the employee to whom they are assigned. Do not let anyone else borrow your ID badge. Lost ID badges must be reported immediately to the Security Services office by emailing idbadgeoffice@nva.gov or calling 926-8195. By signing this request form below you agree to abide by all City, Department, and Division policies and procedures relating to the use and issuance of City ID Badges. **Badging hours are Monday – Thursday 8AM-12PM no appointment needed. Please call 926-7459 to schedule an appointment outside of our badging hours.**

Last Name	First Name	Middle Initial	Suffix
Agency/Department	Division/Office	Work Location	Office Phone
Title/Position	Employee ID No.	City Email Address	Date of Hire
Supervisor Name	Supervisor Title	Supervisor Email Address	Supervisor Phone
Employment Status			
<input type="checkbox"/> City Employee: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor <input type="checkbox"/> Regular <input type="checkbox"/> Temp <input type="checkbox"/> Other _____			
Reason for Replacement of Badge (If Applicable)			
Employee Signature			Date

Access Authorization:
 Access must be approved by the employee's department director, division administrator, superintendent, or an approved designee.

Facilities/Location Groups	Doors/Rooms/Access Levels	Hours/Special Requests
Authorized Approver Dir/Adm/Sup Name:	Signature	Date

Security Services Use Only

Issued by	Signature	Date	Badge System ID