

Badge Identification and Access Request Form

1. Information		
a. First Name	b. Middle Initial	c. Last Name
d. SSN (Last 4 Digits only)	e. DOB (mm/dd)	f. Applicant 6 Digit Corp ID
g. Sponsoring Department	h. Sponsoring Name (must be Director or above for Contractors)	
i. Cost Center	j. Job Title or Function	
k. Name of Facility/ Site	l. Phone #	
2. Personnel Category		
Scripps Employee:		
Non-Employee: Company/ Organization:		
For Contractors and Volunteers Only		For Physicians & Allied Health Practitioners Only
Project Name:	Health Screening Date:	Degree:
Project Area of Work:	Dust Buster Date:	Specialty:
Contract In Place:	Background Check Date:	
Project #:		
3. Restricted Area Access:		
4. Reason for Badge Replacement:		
For all Badge Replacements the individual's cost center will be charged \$25.00.		
5. Authorization		
a. Mgr. Name (Director or above for Contractor Badge)	b. Mgr./Director Corp ID	c. Mgr./Director Signature
d. EOHS Name (non-employees only)	e. EOHS Corp ID	f. EOHS Signature
g. HR Site Representative's Name (Required only for Legal name change or transfers)	h. HR Rep.Corp ID	i. HR Rep. Signature
j. Data Owner's Name (Required only for Special Highly Restricted Areas)	k. Data Owner Corp ID	l. Data Owner's Signature
6. Attestation (Badge Recipient)		
<p>I understand that Scripps policy disallows sharing my badge with anyone. Once I receive a Scripps issued Identification Badge, I will wear it in accordance with the Scripps ID Badge Policy, S-FW-EC-2003. I have read and do understand the "Your New ID Badge" Memorandum (Education). I agree that upon my termination of Scripps employment or relationship with Scripps, I will return the badge to my Manager/Supervisor/Sponsor or the issuing security or employment center office. I will call the IS Helpdesk (858-678-7500) immediately if I suspect my Scripps badge is stolen or lost.</p>		
a. Recipient's Name	b. Recipient's Signature	c. Date
7. FOR SECURITY PERSONNEL ONLY		
a. Issuing Physical Security (Name)	b. Title	c. Date
d. Collection of old badge (Mandatory except for lost/stolen): <input type="checkbox"/> Yes <input type="checkbox"/> No	e. Card Type	f. SIRT #