

**ID Badge Information/Replacement Form**

Please fill in ALL of the requested information. ALL INFORMATION IS REQUIRED for processing.

PLEASE PRINT LEGIBLY. Thank you.

 [ ]  Security Access Requested [ ]  ID Badge Only

 [ ]  New [ ]  Replacement **(please read instructions below)**

Reason for Replacement Badge:

First Name:

Last Name:

Department: [ ]  Administration [ ]  RBE-RN [ ]  CTE [ ]  Finance

(Check One) [ ]  CaTS [ ]  Curr, Instr. & PD [ ]  BOCES 4 Science [ ]  CWD

 [ ]  HR [ ]  Labor Relations [ ]  MAARS [ ]  O&M

 [ ]  RSE-TASC [ ]  Westside Academy [ ]  Special Ed

Title:

Director Signature Date

**TO BE COMPLETED BY THE EMPLOYEE**

Pronoun (Optional): [ ]  She/Her/Hers [ ]  She/They [ ]  They/Them/Theirs

 [ ]  He/Him/His [ ]  He/They

 [ ]  My Pronouns are not listed here, they are:

Emergency Contact:       Phone:

Relationship:

**Lost Badges:**

Employees who lose their badges should first notify BOCES of a lost badge by calling (585)-352-2788. If the badge is not found within 48 hours, employees should complete this form and submit to their director/principal for signature. A new badge will be available for pick-up at the Educational Service Center (ESC) reception desk within 48 hours. Employees are entitled to one free replacement badge and must pay %4 for each additional badge thereafter. Please sign and date below for lost badges.

Employee Signature Date