A red and black logo

Description automatically generated

**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