



### DEPARTMENT BADGE REQUEST FORM

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Name on Badge:**  Same as Above **OR** \_\_\_\_\_

**College, Division, or Unit:** \_\_\_\_\_

**Job Title on Badge:** \_\_\_\_\_

**Department Start Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **CSU ID#** \_\_\_\_\_ — \_\_\_\_\_ —

**Home Department:** \_\_\_\_\_

**Request Authorized By (Department Personnel):** \_\_\_\_\_

By signing below you agree that use of this badge will follow all applicable university policies. You and your supervisor are responsible for providing accurate information in agreement with your department badge standards. Failure to do so may result in additional badge fees.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**—Office Use Only—**

Verified By: \_\_\_\_\_

**ID Type**

Processed By: \_\_\_\_\_

**Payment Type**

- DL/State ID: \_\_\_\_\_
- Passport: \_\_\_\_\_
- Military ID
- RCO Q&A
- Other: \_\_\_\_\_

- HDS Employee Badge
- LSC Employee Badge
- RSMSC Press Pass
- Other: \_\_\_\_\_

- Dept. Acct. #: \_\_\_\_\_
- Paid w/ IO#: \_\_\_\_\_
- RCO Waive  
Reason: \_\_\_\_\_

- Visa/MC/Discover
- RamCash