



## City of Pittsburgh Employee ID Badge Request Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Status (FT, PT, Seasonal) \_\_\_\_\_

Date of Hire \_\_\_\_\_

Type of card:

- New
- Replacement

Reason for replacement

- Lost/Stolen/Damaged
- Expired
- Department change
- Job title change
- Name change
- Wear and tear

I am aware that replacement of a lost, stolen or damaged ID is subject to a fee of \$10. Any replacement due to wear and tear, job title change, department change and name change will not be assessed a fee. Upon termination, retirement or suspension, all IDs must be turned into your supervisor. The ID badge policy, which includes the responsibilities of card holders, can be found in the City of Pittsburgh Policies and Procedures Manual as well as on the City's intranet.

Signature \_\_\_\_\_

Date \_\_\_\_\_

All checks and money orders should be made payable to **City Treasurer**.

Payment received:

- Check
- Money Order