

# FairPoint Communications Picture ID Badge Request

## Instructions

**FairPoint Employees:** Requestor fills in ALL the information on this form, obtains an authorizing signature and submits this form to the FairPoint Physical Security Department for that region, either in-person or electronically.

**NON FairPoint Employees:** Requestor fills in ALL the required information and submits the form to the FairPoint Business Sponsor for authorization. Once authorized, the FairPoint Sponsor will send the form to the FairPoint Physical Security Department for processing. All non-employee ID badges will be issued to the FairPoint Business Sponsor for distribution.

**Photographs** If this request is not being made in person, a color digital photograph of the ID-subject must accompany the request (Picture must be a head-and shoulders shot taken against a plain, light-colored background - NOT a social photograph).

## 1. Reason For ID Badge Request

☐ Initial Badge    ☐ Lost Badge    ☐ Other \_\_\_\_\_

## Badge Type

☐ Fair Point Employee    ☐ Non-Employee / Contractor includes vendors, consultants    ☐ Non-Employee / Collocator non-employee working with colocated equipment

## 2. Badge Wearer Information

Print Name: \_\_\_\_\_ Company Name \_\_\_\_\_  
(Last, First, MI) (non employee)

FairPoint Location: \_\_\_\_\_ Employee Number \_\_\_\_\_  
City, State, Facility

**Badge Wearer Responsibility:** It is the responsibility of the Badge Wearer (name listed above) to protect the use of the issued ID Badge and assure it will only be used in the performance of FairPoint Communications business or in a manner authorized by FairPoint Communications. If the ID Badge is lost, stolen or destroyed, the Badge Wearer shall immediately report its loss to his or her supervisor / business sponsor and apply for a replacement. At the time of separation of employment or termination of a contract, the ID Badge must be surrendered to a FairPoint Communications designee responsible for collecting company assets or the FairPoint business sponsor. ID Badges shall be returned to FairPoint Communications' Physical Security Department.

Signature of User \_\_\_\_\_

## 3. FairPoint Business Sponsor (FairPoint employee responsible for non employee)

Name: \_\_\_\_\_ Title \_\_\_\_\_

**ID Badge Expiration Date** (all non-employee ID badges expire in 1-year from the date the ID is processed. If contract term is less than 1-year indicate expiration date.) \_\_\_\_\_

## Authorization Signature (FairPoint Business Sponsor, Manager, Director, VP authorizing the ID Badge to be issued)

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## 4. Mailing Information - (where card will be mailed)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street \_\_\_\_\_ City: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

FOR SECURITY USE Revised Form: Jan. 2011	Date Received _____	Date Processed _____	Date Distributed _____
	BY: _____	BY: _____	BY: _____

# **EMPLOYEE ID BADGE INSTRUCTIONS**

**SECTION 1 - REASON FOR ID BADGE:** Check the reason for completing the application.

**SECTION 2 - EMPLOYEE INFORMATION:** Employee - Print your name, company name, employee number, and your assigned work location.

**SECTION 3 - APPROVING AUTHORITY:** The direct report manager of the employee or hiring manager shall complete this section. The approving authority shall sign and print their name, date, title, and telephone number.

**SECTION 4 - MAILING INFORMATION:** Print or type the name, address, and title.

**Employees:**

Mail, email, or fax this completed and signed application to your FairPoint Approval Manager (section 3) who will authorize the request and forward to FairPoint Physical Security for Processing.

**FairPoint Approval  
Managers,  
Mail, email or fax  
applications to Physical  
Security for Processing.**

FairPoint Communications  
1 Davis farm Rd.  
Portland, ME 04103  
Attn: Physical Security

[physicalsecurity@fairpoint.com](mailto:physicalsecurity@fairpoint.com)

(207) 797-1391

**If you do not receive the ID card within 10 business days, contact  
FairPoint Security 207-535-4129**

**Incomplete forms will be returned.**