



## BADGE REQUEST FORM

Date:

### Contractor On-Boarding

Cleveland Clinic has partnered with RedCarpet/Silkroad software system to facilitate online on-boarding for contractors. Required information must be sent by email to [bandpsupport@ccf.org](mailto:bandpsupport@ccf.org), Subject: **BADGE REQUEST**.

Legal First Name:

Legal Last Name:

Badge ID # (only if renewing):  \*Begins with a T or C and can be found on front of badge.

Person's Email who will be receiving badge:

Company Name:

Office Manager/Supervisor Name:

Phone Number

Date you will begin working onsite:

Individual Type:

Primary Location:

Upon receipt of required information, a Cleveland Clinic Coordinator will initiate the request in RedCarpet/Silkroad. Individuals will receive e-mail notification to begin the process and additional notifications will follow as progress is being made in the assigned on-boarding workflow through final badge approval notification.

Your request will be processed within 5 business days. Upon successful completion of all assigned tasks and training, contractors will secure a badge.

**Required information must be sent by email to [BandPbusinesssupport@ccf.org](mailto:BandPbusinesssupport@ccf.org)**  
**Subject: BADGE REQUEST**