

ID BADGE/BUILDING ACCESS APPLICATION INSTRUCTIONS

- Section 1 – Badge Holder Type
 - State employees are Individuals on state payroll. Select type of badge needed.
 - Contractors are individuals who are not on State payroll but regularly perform services for State agencies at State-owned or leased buildings maintained by FMDC. Select type of badge needed.
- Section 2 – Badge Type
 - New Issue –Applicant is not a current badge holder for your agency.
 - Access Change –Current badge holder needs access modified, including access added or removed to secure areas and/or time zone access change.
 - Renewal – Reissue of badge to be in compliance with badge expirations; see badge policy.
 - Replacement – Defective/Damaged – If badge stops working or is broken (defective/damaged badge must also be returned to appropriate badge office).
 - Replacement – Lost – Badge is misplaced or lost.
 - Name Change – Legal name has been changed. Please put current name and new name on badge application.
- Section 3 – Individual Information
 - Name – Last Name, First Name MI - Badge holder’s name must match what appears on their driver license or other government-issued ID card.
 - Position Title – Work title.
 - Date of Birth – MM/DD/YYYY.
 - Domicile Building Address – Main work location, if prominently distributed, please list location you report to when onsite.
 - Office Phone Number – Badge holder’s office phone number; leave blank if unknown
 - Agency – Agency or department employed or contracted with.
 - Division – Section or unit within agency.
- Section 4 – Building Access
 - This section should be used if access to secured buildings and/or areas within a building.
 - Building Address – Full street address of building location.
 - Secured Door/Area – Be specific; indicate doors and/or access group.
 - Monday - Friday Access Hours – Select a time frame from the drop down.
 - “Contract Controlled” should only be used for contractor badges needing access outside of available options.
 - Specify access needs in “Additional Security Access Details”.
 - Saturday & Sunday Access – Click the box if access is needed on those days.
 - Holiday Access – Click the box if access is needed during State and Federal holidays that the state office building is not open.
 - Additional Security Access Details
 - Use this section for any notes or requests not indicated in other areas.
 - If requesting 24/7 access to the State Capitol, please indicate justification in this section.
- Section 5 - Background Confirmation
 - The Authorized Representative is responsible for confirming the badge holder listed on the badge application has completed all necessary background screenings as deemed appropriate by responsible Department and the first and last name is as it appears on a government – issued ID card.
- Section 6 – Authorized Representative/Effective date
 - An Authorized Representative for the badge holder’s department must type and sign in the appropriate boxes confirming details listed on the form are true and accurate.
 - Can be digital or hard signature.
 - Access Effective Date is when the access on the form should be effective. Example – form is completed and sent for processing on September 15th, but the access is not needed for the employee/new hire until September 30th, the effective date should indicate when the access should begin.
 - Date - date the Authorized Representative signs the form.
- Section 7 – FMDC Badge Office Use Only
 - This section is used for tracking and audit purposes within FMDC Badge Offices and should be left blank.