



**City of Albuquerque
General Services Department
Metro Security Division**

ID Badge Request Form

For ID Badge requests, please complete this form entirely and submit to the badging office.
Forms can be submitted in person or email to: securitybadging@cabq.gov

Employee ID#: _____

Employee Name: _____

Please PRINT Clearly

Phone: _____

Email: _____

Job Title: _____

Department: _____

Division: _____

Supervisor's Name: _____

Managers Approval: _____

(Please print and sign)

• Please check **Request Type** below:

- New Badge Request
 - Permanent Employee
 - Temporary Employee Expiration Date: _____
 - Vendor Expiration Date: _____

- Change in access or employee information

Explain changes requested: _____

Requestor Please PRINT

Requestor Signature

***Do not punch holes in badge, leave in the heat or direct sunlight; or otherwise fold or mutilate.
Please report theft or loss to the Metro Security Division immediately.***

To be completed by Access Management Personnel

Badge # _____

Printed Activated by _____ Date _____