



Employee Identification (ID) Badge Request Form

Section I. To be completed by the employee. The Human Resources Department will contact the department designee when the new ID badge is completed. Another form of ID must be shown before a new badge is issued.

Print or Type

Name: _____

Last 4 digits of S.S. #: _____

Department: _____

Division: _____

Contact Phone Number: _____

Check appropriate reason for request:

Name Change from: _____

Damaged Badge

Transfer to: _____

Lost or Stolen Badge*

Other (Please state reason): _____

Section II. To be completed by the Department Head or Designee. Forward to HR for processing (Fax # 732-431-7924)

Department Head or Designee Name: _____

Department Head or Designee Signature: _____

Does this employee require access to the Fuel pumps? Yes No

Contact Phone number: _____

Section III. To be completed by the Employee at issuance of new ID badge.

I acknowledge that I have received a replacement badge, and if requested, a copy of the County of Monmouth Employee Identification (ID) Badge Policy.

Signature of Employee

Date ID badge issued

***Lost or stolen ID badges will be replaced at a charge of \$5.00. A check or money order in that amount, made out to the Monmouth County Treasurer, and a valid form of identification must be presented at the Human Resources Department before a new badge can be issued.**