

# ID Badge/Access Security Card Authorization Form

See Cherokee County ID Badge and Security Policy for additional instructions on the use of this form.

## Photo ID Authorization

<b><u>Type of Request</u></b>
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Employee Name: _____	New ID Badge
Employee Number: _____	Replacement ID Badge
Department: _____	New Access Security Card
Title: _____	Replacement Access Card
Access Security Coordinator's Signature: _____	Position Change
Date Approved: _____	

### **Controlled Access Authorization**

Authorization for controlled access via Count ID Badge/Security Card is granted for the following areas

<b><u>Buildings (Specify)</u></b>	<b><u>Doors (Specify)</u></b>	<b><u>Other (Specify)</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Access Security Coordinator Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Use/Attach additional sheets as necessary

ID Badge/Security Card Created By: \_\_\_\_\_

Date Badge/Security Card Sent to ASC: \_\_\_\_\_

Notes: \_\_\_\_\_